

POSITION: SPECIAL PROJECTS COORDINATOR - HOMELESSNESS **JOB POSTING #:**

DEPARTMENT:	Housing & Children's Services	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543526
POSTING STATUS:	Regular Full-time	POSITION #:	
# OF POSITIONS:		GRADE/CLASS:	0.14
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$27.17 to \$31.94 hourly (2012 rates)
		HOURS PER WEEK:	33.75

DUTIES:

Reporting to the Manager of Residential Support services will be responsible for delivering and implementing homelessness programs and initiatives in the Windsor and Essex County Service area. Will be required to network, consult and proactively develop/maintain working relationships with representatives from all three levels of government and related homelessness community partners/stakeholders. Will facilitate and conduct consultation sessions with staff, public, community groups and related homelessness stakeholders. Will coordinate, implement, monitor and evaluate the Homelessness Partnering Strategy and other programs and initiatives as required. Prepares service or other agreements/contracts, reports, briefing notes, background materials, speaking and presentation material and council reports. Conducts research and provides input into programs. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Other related duties as required.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus two (2) years post secondary education in the Social Services or Business field from a Community College or University or Ontario Ministry of Education equivalencies.
- Must have over three (3) years work experience in community development/government program delivery.
- Must have demonstrated planning, organizational and implementation skills.
- Must have experience using the Microsoft Office Suite of Products such as Word, Outlook and Powerpoint.
- Must be proficient and possess excellent written, analytical and oral communication skills.
- Must have the ability to interpret data, legislation, program material and analyze issues.
- Knowledge of issues concerning the homelessness considered an asset.
- Must have the ability to travel to offsite locations in a timely and expedient manner as required. If method of travel is by vehicle a current valid and lawful driver's licence is required in accordance with the Highway Traffic Act.

POSTING SPECIFICS:

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| Posting Period: | <ul style="list-style-type: none"> • at 8:30 AM to at 4:30 PM • APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD. |
| Who May Apply: | <ul style="list-style-type: none"> • Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices. |
| How To Apply: | <ul style="list-style-type: none"> • Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above. |
| Apply To: | <ul style="list-style-type: none"> • In person to the Human Resources Department or one of the Customer Care Centres • By faxing your Job Transfer Form and resume to the Human Resources Department |
| Updated: | <ul style="list-style-type: none"> • By Human Resources on September 18, 2012 |