



**The Corporation of the City of Brantford
Housing & Homelessness Services Department**

requires

Manager of Housing Programs (Contract – Up to 6 Months)

Job ID# 2376

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

The Manager, Housing Programs is responsible as a Service Manager for Housing for planning, administering and funding a diverse range of social and affordable housing programs and initiatives. Other responsibilities include:

- Effectively monitor and supervise the day-to-day administration of community (social) housing and related programs within the non-profit, co-op, and federal sectors, in accordance with the appropriate legislation/regulatory and municipal policies and procedures, including conducting operational reviews.
- Effectively monitor and supervise the administration of affordable housing programs such as the wait list, rent supplement and rent assistance programs such as COHB, Ontario Renovates and BHome.
- Effectively monitor and supervise the administration of housing with supports programs (Live Well).
- Carry out the Service Manager role with City-owned LHC/MNP housing, working with Housing Operations management and staff.
- Supervise Housing Program staff. This includes recruitment, selection, hiring, assigning work, teambuilding, determining training and development needs, conducting performance appraisals and determining/recommending disciplinary action, in accordance with collective agreements, City policies and practices, ensuring adherence to appropriate policies and government legislation.
- Recommend housing priorities, targets, work plans, and use of resources.
- Participate in the development of Service Manager/Ministry Policy and Program guidelines by providing analysis of current or proposed policies, directives, and procedures.
- Identify operational issues requiring policy development or procedural change, and implement legislated policy changes.
- Prepare and/or presents submissions to the Director, Social Services Committee, and Council as required.
- Reply to inquiries and complaints regarding social and affordable housing, and associated programs in the Service Area.
- Review, prioritize, and recommend the approval of annual budgets for non-profit and co-op community housing providers to ensure that the physical quality of life and the operational integrity of building systems are optimized.
- Review and recommend the feasibility and acceptability of maintenance/upgrading projects for non-profit and co-op community housing providers.
- Ensure a proper process is in place for internal reviews of program areas from applicants and tenants.
- Seek out opportunities to plan and work with different sectors and partners to provide efficient services and programs.

- Other duties as assigned.

QUALIFICATIONS

- Will have a demonstrated record of strong leadership and guidance, financial planning, team building, change management and commitment to results.
- Successful completion of a three-year college program or University degree in Business Administration or Social Sciences.
- Five to seven years of progressively responsible management experience, preferably in a housing field, is required.
- Demonstrated knowledge and experience regarding housing programs and administration, including preferred experience in housing with supports.
- Demonstrated knowledge of the role of Service Manager for Housing and applicable housing legislation.
- Expertise in long range community planning demonstrating community engagement expertise and experience in working across organizations to achieve results.
- Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
- Management competencies including results/achievement focus, leadership, financial management, business planning, decision making/judgement, representation and professionalism, and job knowledge.
- Computer literacy, utilizing MS Office software applications and familiarity with data-base systems such as YARDI or Lotus Notes.
- Ability to work outside regular business hours, as required.
- Ability to travel to off-site locations in a timely and efficient manner, as required.
- Possess a valid Class 'G' driver's license in good standing during the course of employment.
- Satisfactory Police Vulnerable Sector Check.
- IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment.

WAGE/SALARY RANGE: \$57.87 to \$72.34 per hour (based on a 35-hour work week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, July 24, 2025, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.