



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Posting #: NU 3.26

Position: Director, Housing and Social Services

Position Code: 7SHMSH

Status: Permanent Full Time

Number of Vacancies: 1

Employee Group: Non-Union

Salary: \$127,749 - \$183,640 per annum

Hours Worked Per Week: 35

Division: Emergency and Social Services

Department: Housing and Social Services

Reports To: General Manager, Emergency and Social Services

Location: Simcoe, ON (combination of remote, in office and site work required based on operational requirements of the role)

Posting Period: January 19, 2026 – February 2, 2026

How to Apply:

Follow the link below for the application process through Google Chrome:

<https://apply.workable.com/j/0FB65B37E3>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](https://www.norfolkcountycanada.ca/employment)

Basic Function:

- To coordinate and effectively manage the financial, human and physical resources of the Haldimand Norfolk Housing and Social Services Department



in conjunction with the vision of the division's strategic plan and corporate strategic priorities and vision.

- To ensure efficient, effective and responsive client services that considers the community's and stakeholders' needs balanced against the municipality's fiscal and legal responsibilities.
- To provide effective and efficient administration of the Housing and Social Services portfolio in compliance with Provincial legislation.

Knowledge and Experience:

- University Degree in a related discipline, e.g. Business Administration, Public Administration, Social or Human Services; Masters level degree is considered an asset.
- Minimum of five (5) years related leadership experience with emphasis on social services and/or housing administration, preferably within a municipal setting.
- Sound knowledge of and experience working with relevant legislation and regulations (Housing Services Act 2010, Child Care and Early Years Act, Ontario Works Act, etc.).

Skills and Abilities:

- Excellent knowledge of and experience in human services, including social assistance, childcare, affordable housing and/or homelessness prevention programming.
- Knowledge of municipal government functions as it relates to human services and the role of the Consolidated Municipal Services Manager.
- In-depth knowledge and understanding, as well as the ability to interpret relative legislation, policies and procedures.
- Excellent communication, administrative and interpersonal skills.
- Proven ability to negotiate and/or administer contracts.
- Proven ability to develop and maintain positive relationship with stakeholders, such as provincial Ministries, not for profit organizations, business leaders and organizations (e.g. Chambers of Commerce, BIA's).
- Knowledge and understanding of community, social and economic issues

and service needs of a diverse and expanding client group.

- Demonstrated ability to work effectively independently and as a member of a team.
- Proven ability to build and lead strong, high functioning teams.
- Ability to translate strategic vision into practical action.
- Demonstrated understanding and ability to work within trauma informed, person centred and Housing First service delivery models.
- Valid Ontario driver's license and access to a reliable vehicle.
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents.
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act.

Position Description:

- To provide effective and efficient administration of the Housing and Social Services Department in compliance with legislated policies of the Municipal, Provincial and Federal Governments.
 - Ensure Housing and Social Services programs are delivered in compliance with applicable legislation, regulations and policies of all levels of government.
 - Provide required information / reporting on housing and social services funding and programs, including service targets and performance measures to Municipal, Provincial and Federal Governments.
 - Develop, monitor and report on annual budgets within the Housing and Social Services Department.
 - Ensure the accurate completion and timely submission of all required federal, provincial and municipal reporting for Housing and Social Services programs.
- To effectively manage the financial, human and physical resources of the Housing Social Services Department.

- Prepare annual budgets, service plans and investment plans for all federal and provincial funding, and the annual municipal levy operating budget for the department.
- Work with community, social housing providers to ensure that housing assets are maintained in good condition and capital asset management plans are in place.
- Complete applications and business cases for Federal and Provincial funding, as opportunities exist.
- Monitor the departmental budget and ensure that expenditures remain within the approved budget and funding envelopes.
- Work with Norfolk County Human Resources to recruit, onboard, train and supervise the staff team for the Housing and Social Services Department, including frontline and departmental leadership team members.
- Provide coaching and supervision to the Program Managers and Administrative Assistant in the Housing and Social Services.
- Provide strategic leadership for the Housing Social Services.
- To ensure efficient, effective and responsive client services that balance the community needs with the department's responsibilities as the Consolidated Municipal Services Manager (CMSM).
 - Be responsible for the administration and delivery of the following programs: Ontario Works, Children's Services, Housing and Homeless Prevention Services.
 - Interpret Acts, Regulations and local policies to support service delivery.
 - Develop local policy and program standards in conjunction with relevant legislation and regulations.
 - Develop and maintain relationships with community partners to support client-centred, integrated service delivery.
 - Research policy issues and consult with various stakeholder groups to improve policies and delivery of services.

- To be an active member of the Emergency and Social Services Directors team as a member of the County's Departmental Leadership Team (DLT).
 - Be an effective member of the Emergency and Social Services team by providing input into the strategic planning process including determining priorities, targets, work plans, and the most effective use of resources.
 - Participate in corporate initiatives as a member of DLT as requested or required, particularly those that contribute to the work of the Housing and Social Services Department.
 - Research, write and present relevant staff reports for Haldimand and Norfolk County Councils.
 - Represent Norfolk and Haldimand Counties with provincial Ministries, sector associations (e.g. OMSSA, ONPHA), other County departments and community partners.
 - Represent the Emergency and Social Services division as a member of the County's Emergency Control Group, participating in annual practice and real emergencies as necessary.
 - Fulfill the duties of Acting General Manager on a rotational basis with the other Emergency and Social Services Directors.

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.