



AFFORDABLE HOUSING PROGRAMS SUPERVISOR

**County Administration Building, Belleville, ON
Permanent Full-Time**

Hastings County has an opening for one **(1) permanent full-time** Affordable Housing Programs Supervisor. This is a non-unionized position which reports to the Assistant Manager of Affordable Housing Policy & Partnership. This position is responsible for administering affordable housing programs for Hastings County's Housing Services and supervises the application process and centralized waiting list for social housing units (including Non-Profit Housing Providers) in Hastings County and the selection of tenants to move into social housing units in Hastings County.

DUTIES

Affordable Housing Service Delivery:

- Oversee the delivery of affordable housing programs in Hastings County.
- Liaise with community agencies to inform them of affordable housing opportunities for their clients.
- Coordinate the development and completion of any new affordable housing expansion projects.
- Act as primary contact person with the Ministry of Municipal Affairs and Housing regarding affordable housing initiatives.
- Ensure the best possible delivery of affordable housing in Hastings County.
- Supervise Hastings County Social Housing Registry.
- Supervise the selection of tenants to move into social housing in Hastings County. This will include units directly managed by Hastings County and those administered by 15 different non-profit housing providers.
- Administer rent supplement portfolio.
- Other related duties as assigned.

Financial:

- Administer the budget for affordable housing programs including Rent Supplement, Housing Allowance and Ministry lead programs.
- Apply for additional funding to support affordable housing initiatives.
- Supervise monthly payment to Rent Supplement providers (private and non-profit).

Leadership & Staff Oversight:

- Supervise Tenant Placement Clerks.
- Assist with post education placement opportunities and act as a liaison with post-secondary institutions.

Planning & Reporting:

- Assist with policy development related to affordable housing issues.
- Under the direction of the Assistant Manager, Affordable Housing Policy and Partnership, assists with; the development of the ten-year Housing and Homeless Plan, Annual Services Report, requests for proposals as it relates to affordable housing and draft recommendations/reports for Committee and Council.
- Complete various monthly reports and other reports as required to the Ministry of Municipal Affairs and Housing.
- Develop performance goals and plans for staff and provide coaching and performance feedback.
- Collect and report statistical information for information sharing and program development.

Health & Safety:

- Protect own health and health of others by adopting safe work practices, reporting unsafe conditions immediately and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act and County policies.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Three-year College Diploma in Social Sciences, Business Administration or Public

Administration.

- A valid G driver's license is required
- A minimum three years' experience in the affordable and social housing field or related area.
- Experience dealing with provincial and federal ministries.
- Excellent knowledge of the current provincial affordable housing programs and Hastings County's initiatives through this program.
- Ability to deliver programs at the community level.
- Knowledge of affordable housing issues frequently faced by people needing affordable housing and by those delivering affordable housing programs.
- Knowledge of the Housing Services Act, 2011 and regulations related to social and affordable housing issues including the Social Housing Registry and tenant placement.
- The ability to supervise staff in a social housing environment.
- The ability to address and appropriately identify health, safety and liability issues.

HOURS OF WORK: Monday to Friday, 8:30 a.m. to 4:30 p.m. (35 hours/week).
Occasional overtime may be required for project completion.
On-Call Requirements

WAGE RANGE: \$87,172 - \$101,979 per annum, with excellent fringe benefits

CLOSING DATE: Friday, July 24, 2026 by 4pm

To Apply to This Posting, please visit our website hastingscountycareers.com

Juliana Finney,
Human Resources Advisor
Talent Management & Acquisition

This posting is to fill a vacancy and is actively being recruited for. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity. We thank all candidates who apply, but advise that only those persons selected for an interview will be contacted.

"The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation."