

Manager Housing Services and Peer Support

Job Posting

- Job Title:** Manager Housing Services and Peer Support
- Position Type:** Permanent Full-time
- Hours:** Monday – Friday 8:30am – 4:30pm (occasional evening and weekend work required)
- Salary/Wage:** \$56,195- \$69,113 per annum
- Closing Date:** Open until a suitable candidate is found

Organization Summary

CMHA-Edmonton is a non-profit organization that envisions mentally healthy people in caring communities. We increase awareness and understanding of mental health, mental illness, recovery, and suicide prevention through education. We support the resilience and recovery of people in distress including those affected by mental illness or suicide by providing crisis intervention; safe, long-term and affordable housing; recovery college; peer connections; suicide grief and family support; advocacy and wayfinding; and providing opportunities to improve your wellness.

Join us and make a difference in the lives of individuals and families affected by mental illness and stressful situations including abuse, violence, and suicide.

Job Summary

Reporting to the Director, Housing Services and Peer Support the Manager, Housing Services and Peer Support is responsible for the day to day administration, coordination and management of all CMHA-Edmonton owned and managed properties; The position conducts property visits and inspections to ensure that all housing properties are safe, secure and that all local building and health codes are adhered to. It investigates and resolves tenant occupancy issues including dealing with complaints, inquiries and maintenance matters and assists tenants to resolve issues as appropriate. Additionally, the Manager, Housing Services and Peer Support is responsible for the implementation and delivery of a range of peer support services that foster long term tenancy, mental health recovery, and community integration, including oversight of Recovery College and Peer Connections programs.

Qualifications/Experience

- Post-secondary school Diploma in a related field (e.g. Business Administration, etc.)
- Minimum of 5 years of experience as a property manager, including activities associated with:
 - budget development
 - financial management
 - supervision of staff and volunteers
 - understanding and applying relevant acts and legislation
- Combination of education and experience can be considered as equivalency
- Valid Class 5 Drivers License
- Acceptable Police Information Check with Vulnerable Sector Search and Intervention Record Check

Skills/Abilities

- Strong interpersonal, verbal and written communication skills including an ability to respond appropriately with conflict resolution skills in difficult situations
- Ability to understand mechanical and technical issues associated with property management
- Solid business acumen and ability to respond to situations with astuteness and composure
- Demonstrated initiative and the ability to work independently and operate effectively in a complex multi-program environment
- Demonstrated abilities in project management, financial management, project delivery, and evaluation
- Superior organizational, time management and problem-solving skills
- Demonstrated understanding of mental health; mental illness and recovery; information and referral services; crisis intervention; recovery-oriented practice and trauma informed care
- Experience leading or supporting peer-led activities
- Skills and experience with the use of YARDI is preferred
- Ability to effectively use Microsoft Office

Please note that this position is subject to change and reprofiling due to restructuring processes underway.

Apply, with cover letter and resume, to:

hr@cmha-edmonton.ab.ca

CMHA values diversity and welcomes applications from First Nation, Inuit and Metis, New Canadian, racialized, differently abled and LBTTQIA+ communities.

We thank everyone for their interest and will only reply to those individuals who will be contacted for an interview.

Applications may be considered for other career opportunities within CMHA.

Thank you for making mental health matter.