



McLaren Housing Society of British Columbia

POSITIVE HOUSING FOR POSITIVE PEOPLE

Non-Profit Housing Manager

Purpose:

The Building Manager is responsible for overseeing the daily operations of 1249 Howe Street, a 110 unit HIV + supportive housing community, located and operated by McLaren Housing Society of B.C. (MHS). He/she will work in collaboration with the Senior Management Team (SMT) to ensure that the building operations, policies and procedures are being carried out based on best practice, in alignment with the goals and deliverables of the operating agreement with B.C Housing and MHS vision and values.

General Responsibilities

- Supervise 1249 Howe Street's daily operations. Schedule staff Building Attendants (BA's) and Lifeskills Workers (LSW's) as per program requirements by ensuring program standards are maintained and work activities monitored, Provide facilitation and resolutions to work problems by establishing priorities, providing employee guidance & coordinating/facilitates regular staff meetings.
- Ensure Howe Street is a comfortable, clean and safe place for residents, staff, visitors & volunteers. This includes documenting and reporting incidents to the proper authorities (MHS SMT, VPD, Emergency services and VCH etc.) while completing the related paper work resulting from an injury and or policy/tenancy violations.
- Ensure Work Safe, Fire Safety and Standard Labour Laws are being followed and proper procedures, and testing of life and safety devices are in place and planned for.
- Provide on call support 24/7 for building, resident and staff emergencies ensuring there is a direct contact for staff when Resident Support staff are not on site. Flexibility may be required to be on site during off hours for e.g. scheduling issues, mechanical and building function problems.
- Work with the SMT regarding maintenance and janitorial issues at Howe Street ensuring the quality of work and preventive, corrective maintenance is being applied in a cost effective and timely matter.
- Coordinate and oversee all move in's and move out's & ensure rent/damage deposits and any other financial responsibilities regarding new tenancies are arranged and documented with the Howe's Office Manager/ Accountant.

Suite 200 – 649 Helmcken Street Vancouver BC V6B 5R1

t: 604-669-4090 f: 604-669-4092 e: admin@mclarenhousing.org w: mclarenhousing.org

Charitable Registration 10768 3328 RR0001

- In conjunction with the SMT, identify, provide appropriate documentation and represent the agency in legal hearings R.T.O (Arbitration Hearings) when a breach of tenancy has been identified.
- Liaise, develop partnerships and foster good relationships with residents, outside agencies, contractors and the community at large.
- Perform other related duties that may be assigned from time to time by the Executive Director
- Maintains a close and ongoing collaborative relationship with the tenants, and support staff to form a link between landlord and tenant.
- Advocate and support residents to maintain their Tenancy and assist with crisis management when needed.

Skills and Abilities:

- Extensive knowledge and familiarity working with related resources including Health, Ministry of Social Development, Addictions and Mental Health services.
- Experience in managing and supervising a staff team.
- Ability to communicate effectively, both written and oral, with co-workers, community agencies, funders the management team, and the board of directors. An ability to support a strong culture of collaboration and accountability.
- Have a strong working knowledge of the R.T.A and Work Safe B.C protocols.

Qualifications:

Education, Training and experience

- A degree in a related field or a combination of post-secondary education with a minimum of 5yrs working in the social service sector with a vulnerable population.
- First Aid; Crisis Intervention; W.H.I.M.I.S; Food Safe

Interested and suitably qualified applicants are invited to submit a cover letter and resume in Word or PDF format to jobs@mclarenhousing.org or by fax to 604-669-4092.

Salary TBD

Thank you in advance for your interest but only those shortlisted for an interview will be contacted.

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