



# fred victor

Helping people rebuild their lives

## INTERNAL/EXTERNAL

<b>Job Title:</b>	Associate Director, Multi-Tenant Housing
<b>Position Type:</b>	3-Year Contract, Full Time, Non-Bargaining Unit
<b>Number of Positions:</b>	1
<b>Salary Range:</b>	\$87,975 – \$108,675
<b>Vacation:</b>	7% Vacation Pay
<b>Benefits:</b>	Dental, Extended Health (100% Employer Paid Premium), float day, paid sick leave for contracts 6 months and longer
<b>Hours:</b>	37.5 hours per week
<b>Supervisor:</b>	Director, Housing Access & Supports Services (HASS)
<b>Posting Date:</b>	June 28, 2024
<b>Application Deadline:</b>	July 12, 2024
<b>Location:</b>	800 Bay Street, Toronto

### Why Fred Victor?

For over 125 years, Fred Victor has been a leader in helping people rebuild their lives in Toronto. Our mission is to improve the health, income and housing stability of people experiencing poverty and homelessness. We are committed to ending homelessness, one person at a time.

[The Multi-Tenant Housing Project](#) – is a Rooming House advocacy initiative to work with the city, other non-profit housing operators and rooming house operators to identify rooming houses at risk, ensure that there is minimal loss of rooming house stock; help rooming house license holders to comply with new bylaws; and secure and create a rooming house model to support homeless newcomers by establishing partnerships. The project is funded through the TD Ready Challenge initiative.

### Does this sound like work you want to be a part of?

We offer a (high-energy/learning/caring/supportive/collaborative) environment, an opportunity to join a diverse team of caring professionals and a chance to make a difference. With over 60 programs and 22 sites, there are lots of opportunities to grow your career with us.

### What You Will Do:

The Associate Director of The Associate Director, Multi-Tenant Housing will lead a three-year pilot that will retain private market affordable housing and meet the growing demand for temporary and transitional homes for homeless newcomers and refugees in Toronto. The Associate Director will also:

- Establish strong relationships with Rooming House owners to preserve existing affordable housing stock at risk of conversion due to zoning and other challenges.
- provide leadership and oversight of the operations of the pilot project including supervise and coach Senior Manager to ensure that staff are recruited, and detailed work plans are developed and implemented by Senior Manager.
- Be responsible for strategy, model development and execution working with the City and other non-profit housing operators to ensure affordable dwelling units in rooming houses are retained in the market;
- ensure effective communication strategies are in place for both internal and external stakeholders. This includes disseminating information about the Multi-Tenant Housing project's activities, outcomes, and best practices across networks and regions;

- monitor delivery of the project's objectives against workplan, overseeing implementation, service model documentation, and the maintenance of an effective partnership structure. This involves documenting service models and workflows, facilitating partner collaborations, successful outreach and retention of rooming housing models ensuring the program's alignment and/or linkages with city-wide initiatives, and engaging in continuous program development.
- Other duties as assigned to achieve the successful achievement of all project outcomes.

#### **What You Bring to the Team:**

- Post-graduate degree in health, social science, or a related discipline.
- Minimum of 5 years' experience in housing sector & understanding of rooming homes with project management expertise.
- Strong leadership skills, strategic and innovative thinking with the ability to develop and maintain partnerships with multiple diverse stakeholders.
- Demonstrated knowledge of rooming homes, maintaining and developing housing stock and strong familiarity with the City of Toronto.

#### **What Sets You Apart:**

- Strong initiative and excellent organizational skills and attention to detail, with the ability to work in a high-volume, high-stress environment, while delivering projects under tight deadlines with minimal supervision.
- Considerable experience in preparing well written reports on complex evaluation projects and effectively presenting them.
- Excellent analytical and critical thinking skills including the ability to prepare and deliver presentations and write plans, procedures, reports, and briefing material.
- Demonstrated ability to apply diversity, equity, accessibility, social determinants of health and inclusion principles to all areas of your work.
- Strong knowledge and demonstrated commitment to working with refugees and homeless people.
- Demonstrated experience managing competing priorities and balancing multiple projects with various partners and stakeholders.

#### **Compensation and Benefits:**

- For the Associate Director, Multi-Tenant Housing, Fred Victor offers a salary range of \$87,975 – \$108,675.
- 7% vacation pay
- Generous paid sick leave and float day
- A comprehensive Dental and Extended Health group benefits package includes individual and family coverage, including prescriptions, hospital accommodation, hearing care, paramedical practitioners and a wide variety of dental care. Additional insurance includes vision care and travel for emergency medical services.
- Access to employee and family assistance plan

#### **How You Can Apply:**

Send your resume and an email describing why you want to be part of the Fred Victor Team by July 12, 2024 to [HASSHiring@fredvictor.org](mailto:HASSHiring@fredvictor.org) with ***The Associate Director, Multi-Tenant Housing*** in the subject line.

A Police Record Check is required by the final candidate prior to hiring.

#### **Accessibility & Accommodation**

Fred Victor is committed to fostering an inclusive and accessible environment where employees feel valued and respected, and where every employee has the opportunity to realize their potential. As such, we welcome and encourage applicants who identify as racialized persons, Indigenous persons, persons with disabilities, and persons across the spectrum of sexual orientation and gender identities and have lived experience.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance. We strive to provide reasonable accommodation whenever requested. Information received relating to accommodation requests will be treated with confidentiality.