



## Job Posting: Housing Coordinator

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Fairview Seniors Community is a charitable, non-profit, faith-based, accredited organization comprised of 214 independent living apartments and condominiums, 46 retirement residential suites with assisted living services and an 84 bed long-term care home. Our campus is about to undergo a major expansion of long-term care, which will more than double our size to 192 LTC beds.

**Position Summary:** Fairview Senior's Community is recruiting a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to interact with current and potential tenants, residents and family members by handling unit vacancies. Being the point of first contact with new residents & tenants.

To be successful as a Housing Coordinator, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. You must be comfortable with computers, office tasks, managing contractors, and have top-notch verbal and written communication skills. Most importantly the Housing Coordinator should have a genuine desire to meet the needs of others. You will oversee all aspects of building operations including: tenant relations, lease signing, office administration.

This position will report to the Executive Director, and is a part of the Fairview leadership team.

### QUALIFICATIONS:

- University degree and/or college diploma or equivalent related experience in the housing industry.
- Excellent computer skills. (Word, Excel, Point Click Care)
- Excellent working knowledge of; Accommodation Agreements made under the Ontario Landlord & Tenant Act (Ontario Residential Tenancies Act), Fixing Long Term-Care Act and or the Retirement Homes Act
- Excellent working knowledge of housing legislation with the Region of Waterloo's social housing guidelines and affordable housing.
- Desire to be proactive and create a positive experience for others.
- Demonstrated coordination skills exhibiting a client-centred approach along with the ability to work with independently
- Experience working with seniors or older adult population an asset
- Excellent communication skills complemented by strong interpersonal and presentation skills.

### RESPONSIBILITIES:

- Ensures timely reporting on all aspects of Campus Housing. Complete monthly billing tasks with the accounting department. Ensure all tenant / resident files are complete.
- Complete admission and discharge paperwork of all units.
- Provide tours of units / campus. First point of contact for RGI (Rent geared to income) tenants
- Maintain polite and professional communication via phone, e-mail, and mail.

**HOURS OF WORK:** Full time, may include some evening and weekend shifts.

Interested applicants are invited to apply in writing to;

**Steve Pawelko, Director Operations at [spawelko@fairviewmh.com](mailto:spawelko@fairviewmh.com) on or before September 21, 2022.**

*If you require accommodations throughout the recruitment, selection and assessment process, per the Accessibility for Ontarians with Disabilities Act 2005, please speak with the hiring contact. Fairview Seniors Community will be pleased to support you.*