

# CITY OF HAMILTON

## CITYHOUSING HAMILTON (PARTNERSHIP DEVELOPMENT & SUPPORT SERVICES – RESIDENT SUPPORT SERVICES SECTION - LOCATION – 181 MAIN ST. W.)

### COMMUNITY DEVELOPMENT CO-ORDINATOR (HOUSING) - CUPE 5167

#### SUMMARY OF DUTIES

Reporting to the Manager, Partnership Development & Support Services, the Community Development Coordinator – CityHousing Hamilton performs work related to tenant engagement involving activities and influencing the decisions that affect their quality of life at CityHousing Hamilton. It includes equipping tenants and staff to participate and involving tenants in monitoring and evaluating the quality of their participation. The incumbent will focus on originating, planning, coordinating, directing, promoting and administering a wide range of programs and tenant engagement initiatives which foster the development of social, cultural, recreational and educational activities for the benefit of the tenants of the CityHousing Hamilton (CHH).

#### GENERAL DUTIES

Researches, advocates, creates, plans and administers a variety of programs which foster the development of social, cultural, recreational and educational activities for the benefit of all tenants living in CityHousing Hamilton (CHH).

Liaises and works collaboratively with community partners, community organizations, groups and City of Hamilton Departments to establish and maintain partnerships to benefit tenant engagement initiatives and the tenants of CityHousing Hamilton (CHH).

Works collaboratively to implement and maintain a community hub model of service delivery.

Monitors and liaises with community programs, partners and tenant led groups to ensure standards and legal obligations are adhered to, such as risk management standards for amenity and community house space.

Coordinates and supports growth of the CHH Community Garden Program towards self-sustainability, including seeking funding and budget monitoring.

Provides limited support to Step by Step Tenant Council and subcommittees, including referrals to community resources

Coordinates the work of tenant volunteers as required.

Provides support and community agency referrals to tenant-led groups (including tenant associations) regarding managing budgets, risk management issues, tenant association development and support and governance issues.

Assists in the development and preparation of funding proposals to obtain funding for special projects and programs either in partnership with other community organizations or as a lead partner.

Designs, writes and distributes communications and public relations materials in collaboration with the Tenant Engagement and Support Services Team and other sections in CityHousing Hamilton including the Housing Matters Newsletter, some website content, program promotional material and public presentations.

Tracks progress of community development initiatives to ensure alignment with program goals, strategic priorities and organizational focus areas. Based on outcomes, identifies lessons learned and makes recommendations for future initiatives.

Participates in the development of the Community Development Coordinators' annual Work Plans and the setting of Key Performance Indicators (KPI) for the section.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Knowledge of principles and theories of Social Services usually gained through a college diploma in a Social Service or Community Development program or equivalent relevant work experience. A university degree would be an asset.
2. Extensive experience in community development work or in a directly related field.
3. Thorough knowledge of CityHousing Hamilton policies, procedures and objectives with respect to tenant oriented programs and engagement for all ages. Knowledge of Residential Tenancies Act, 2006, and Housing Services Act, 2011.
4. Ability to develop and promote social, cultural, recreational, resident engagement and educational programs for a diverse client group.
5. Administrative, project management and coordination skills are required to coordinate programs and activities. Excellent communication and interpersonal skills are necessary to explain details of various programs in conceptual terms and to make presentations.
6. Analytical and problem-solving skills are required to evaluate needs and develop programs to meet those needs.
7. Report writing and statistical skills are required to produce annual reports and program statistics for accountability and future planning needs.
8. Grant writing experience combined with budgetary expertise to develop, allocate and monitor budgets is an asset.
9. Experience in a computerized environment. Excellent knowledge of computer applications in a Windows environment, intermediate working knowledge of Microsoft Office (Word, Excel, Access and Outlook).
10. Graphic design skills considered an asset.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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