

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>PROGRAM DEVELOPMENT OFFICER</b>		
<b>DEPARTMENT:</b>	Housing & Children's Services	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543426
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.16
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Reporting to the Executive Director of Housing & Children's Services or designate, this position will be responsible for delivering and implementing social housing programs and initiatives in the Windsor and Essex County Service area. In a team-oriented environment, will plan, coordinate, negotiate, monitor and maximize opportunities for the implementation of programs and initiatives; develop assess and interpret program criteria, policy, procedure, legislation and impact/options in response to the program initiatives; facilitate and conduct consultation sessions with staff, public, community groups and related housing-sector stakeholders; coordinate and implement the Investment in Affordable Housing Program for Ontario (2014 Extension), rent supplement and housing allowance programs and other housing programs and initiatives as required; network, consult and proactively develop/maintain working relationship with representatives on all three levels of government and related housing-sector stakeholders/participants; develop/conduct Requests for Proposals, Expressions of Interest and other similar forms of procurement to attract responses to programs; conduct research and make recommendations to the Executive Director or designate and provide input into program, operational and applicable budget matters; prepare service or other agreements, reports, plans, briefing notes, background materials, speaking and presentation material, council reports; develop communications for the Executive Director, staff, public, council, stakeholders; conduct related research and perform other duties as assigned to meet the departments program/service objectives. Must be able to travel to meet with individuals/groups throughout county municipalities. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a University degree in Urban Planning, Social Sciences, Business Administration or Ontario Ministry of Education equivalency;
- Must have over (3) years progressively responsible experience in community development and government program delivery and implementation or related social housing field;
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Demonstrate planning, organizational and implementation skills;
- Computer literacy in Windows environment and proficiency in Microsoft Word, Excel, Outlook, and PowerPoint;
- Must be proficient and possess excellent written, analytical and oral communication skills;
- Demonstrated knowledge in areas of program delivery and implementation;
- Strong problem-solving, mediation, negotiating and planning skills;
- Ability to interpret data, legislation, program material and analyze issues;
- Knowledge of municipal role, functions, challenges in housing program delivery;
- Knowledge of social housing programs considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**