



NATIONAL ADVOCACY.
COMMUNITY ACTION.



*YWCA Toronto transforms lives. As the city's largest multi-service women's organization, we help women and gender diverse people escape violence, move out of poverty and access safe, affordable housing.
We work tenaciously to break down barriers that hold women and gender diverse people back from achieving equality.*

Internal and External Job Posting
Eviction Prevention Administrator
Housing Administration
JOB ID: HADM813

Employment Type:	Full-Time, Permanent
Work Hours:	35 hours per week
Salary:	\$48,841 annually (Level 5), plus comprehensive benefits
Location:	80 Woodlawn Avenue East, Toronto, ON, M4T 1C1
Internal Application Deadline:	Friday, January 13, 2023
External Application Deadline:	Monday, January 16, 2023

JOIN OUR TEAM

YWCA Toronto strives to uphold anti-discrimination practices and anti-oppression principles to ensure that the rights of all individuals are respected and protected. We work to promote a climate that is welcoming of all women and individuals who identify as Trans, intersex, non-binary, agender, and/or Two-Spirit. We encourage applications from women and gender diverse people from all races, ethnic origins, religions, abilities and sexual orientations.

The Eviction Prevention Worker is responsible for providing a full range of resources and supports which includes the development, implementation and evaluation of eviction prevention strategies and implements procedures as outlined by the YWCA Toronto Eviction Prevention Policies and Procedures and in accordance with the Residential Tenancies Act to assist tenants in understanding their rights and responsibilities.

ABOUT YWCA TORONTO - HOUSING ADMINISTRATION

YWCA Toronto offers a range of housing options for single women, women-led households, and gender diverse people, including permanent housing at a variety of locations. Individual and group support assists residents to maintain their housing. On site housing support services provide education on the rights and responsibilities of tenancy, conflict mediation and resolution, crisis prevention and intervention and referrals. Supports are intended to assist women and gender diverse people develop skills to live independently. Staff have expertise in numerous areas (i.e. job readiness, advocacy, parenting, effects of violence on women and their children), and are available to work with the tenants to identify barriers in their lives.

KEY RESPONSIBILITIES

- Responsible for completing and serving required forms (e.g. N4 and L1) in accordance with YWCA Toronto Eviction Prevention Policies and Procedures, the Residential Tenancies Act, and the Housing Services Act within the required timelines;
- Documents all communication and forms issued into tenant file both electronic and hard copy;
- Monitors, maintains and documents payment plans and mediated agreements in accordance with YWCA Toronto Eviction Prevention Policies and Procedures and Landlord Tenant Board;
- Receives and processes behavioral documentation from all permanent housing sites, in consultation with the Manager of Housing Administration liaisons with YWCA Toronto legal counsel on files;
- Acts as the Agent for the Landlord at Landlord Tenant Board and attends hearing as required;

- In conjunction with the Manager of Housing Administration, files legal documents at the Landlord Tenant Board, Sheriff Enforcement Office;
- Ensures tenants receive legal documentation of all legal processes in accordance with Landlord Tenant Board.

QUALIFICATIONS

- In-depth knowledge of an academic or technical discipline normally acquired through the completion of a relevant undergraduate degree (examples: social work, psychology, and sociology) **(Cases for Equivalency will be considered)**;
- 1 to 3 years working with vulnerable women and gender diverse people in a non-profit setting preferably in a social housing setting is required;
- Demonstrated knowledge and experience working with the Residential Tenancies Act, Social Housing Reform Act and Ontario Human Rights Code;
- Ability to work within an anti-oppressive and feminist framework;
- Experience working with diverse individuals and groups and the ability to deliver culturally sensitive services;
- Communication approach that is flexible, de-escalates, incorporates conflict resolution and is focused on success;
- Knowledge of basic accounting practices required;
- Demonstrated ability to work under pressure with competing demands;
- Demonstrated knowledge and understanding of Violence against Women issues;
- Proven experience working independently, developing and facilitating groups;
- Working knowledge and understanding of resources in the community for women and gender diverse people;
- Ability to maintain a positive approach and a professional manner at all times;
- Demonstrated conflict resolution skills;
- Ability to work both independently and as part of a team in the planning and delivery of services;
- Computer skills to include: Windows, Excel, Non-profit housing property management software;
- Excellent oral and written communication;
- Knowledge of a second language an asset.

Note: Some travelling between program sites and to Landlord Tenant Board is required.

Vaccination Policy: In accordance with YWCA Toronto's COVID-19 Vaccination Policy, all YWCA Toronto employees are required to be fully vaccinated with a COVID-19 vaccination series by October 30, 2021. As a condition of hire, new staff will be required to submit proof of vaccination prior to their first day of work. The YWCA will consider written requests for accommodation under the Human Rights Code on a case by case basis and will accommodate those individuals who are legally entitled to accommodation.

HOW TO APPLY

Please submit cover letter and résumé to: Tara Jewer, Manager of Housing Administration, Housing and Support at housingadminjobs@ywcatoronto.org. **Please quote JOB ID number HADM813 and your name in the subject line.**

Please note: A vulnerable sector police reference check is required by the successful candidate prior to hiring. YWCA Toronto is a unionized workplace. Staff are represented by CUPE Local 2189. This position is within the Bargaining Unit. **Please indicate on your cover letter and email subject line if you are an internal candidate.** For internal applicants, this position is not secondable.

YWCA Toronto promotes the principles of anti-oppression and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from women and gender diverse people of all races, ethnic origins, religions, abilities and sexual orientations.

YWCA Toronto provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation. While we thank all candidates for their interest, only those selected for an interview will be contacted.

YWCA Toronto is a Scent-Sensitive Workplace.

Posting date: January 4, 2023