



## **About VPCH**

Incorporated in 1974, Victoria Park Community Homes is one of the oldest and largest private non-profit housing corporations in the Province of Ontario. Our portfolio that we own and manage has grown to over 3,122 apartments, townhouses, and single-family homes located across Southern Ontario.

We pride ourselves on providing outstanding service to our residents, prospective residents, service delivery partners and other stakeholders.

## **Join our Team!**

Victoria Park Community Homes is built on a strong foundation of teamwork, collaboration and entrepreneurship. It is this foundation that attracts and retains our passionate, dedicated workforce and fuels our competitive spirit and desire to be the affordable housing provider and manager of choice in the communities that we serve.

## **WE HAVE AN IMMEDIATE OPENING FOR A FULL-TIME, PERMANENT, PROPERTY MANAGER**

### **Position Summary**

Under the direction of the Resident and Property Services Manager, the primary role of the Property Manager is to fulfill property management duties for assigned building(s), lead and supervise on-site staff, interface with client Boards of Directors, and report to Management on key performance indicators.

### **What's in it for you?**

At Victoria Park Community Homes, we value you, your contributions, and your commitment. We maintain a positive and professional work environment, where every team member feels valued and a part of the VPCH family. As part of our competitive salary and compensation package, we offer a full range of benefits, including:

- Comprehensive benefits package (extended health, dental, vision)
- Employee and Family Assistance Program
- Paid Professional Training and Development & Education Reimbursement
- Regular Team Events
- DC Pension Program with up to 6% employer contribution
- Paid Vacation and Sick/Personal time

And more!



## What will you be doing?

As the successful candidate, you will be accountable for the following key duties and responsibilities:

- Provide leadership and guidance to staff through example, skill, and understanding;
- Effectively direct all operations related to the assigned portfolio to meet approved performance objectives, apply Client Service Standards and comply with management contracts;
- Understand the applicable legislative and regulatory requirements applicable to each project and ensure compliance with the same including, but not limited to, the Housing Services Act, Residential Tenancies Act, Corporations Act;
- Fulfill (and delegate where appropriate) all on-site administrative duties;
- Implement corporate and client policies regarding the collection of rent and pursuit of rent arrears;
- Develop and adhere to approved operating and capital budgets in coordination with the Finance Department;
- Direct legal counsel/paralegal services on behalf of the client;
- Tenant and financial data input;
- Maintain comprehensive tenant and maintenance files in accordance with client requirements;
- Respond to all complaints and inquiries from residents, Board of Directors/Board Committees, elected representatives, maintenance attendants, and the general public in accordance with corporate policies and/or key performance indicators;
- Manage expenditures and present creative and cost-effective solutions to improve client financial position;
- Implement and discharge comprehensive preventative maintenance program;
- Complete or supervise completion of inspections including annual, incoming, and outgoing inspections;
- Prepare and issue work/purchase orders and verify invoices for payment in accordance with corporate and client policies;
- Recommend and manage major capital improvements;
- Attend to annual income verification for rent-geared-to-income calculations in accordance with Housing Services Act and the applicable local rules;
- Attend to transfers and rent ups to minimize vacancy losses;
- Supervise, train, and evaluate staff;
- Promote and foster a team environment;
- Ensure properties are maintained in accordance with the Ontario Fire Code, Building Code, and other applicable health and safety regulations;
- Prepare reports for the Resident and Property Services Manager, Board of Directors, and Service Manager related to project operations, as required;
- Promote and foster a positive image of the corporation with residents, other sector organizations, professionals, and the general public;
- Perform other duties as assigned from time to time that are consistent with the above job summary.



## **What will you need?**

As the successful candidate, you will possess the following skills and attributes:

- Community College diploma in the area of social science or a recognized Property Management Designation (CPM, AIHM, CIH) combined with a minimum of two years' experience in social housing administration or property management;

**OR**

An appropriate combination of education and a minimum of three years' experience in the property management field.

- Excellent customer service and time management skills;
- Knowledge of government housing programs and the ability to understand and interpret all related legislation, i.e. Housing Services Act, Residential Tenancies Act, Building Code, Fire Code, and Occupational Health and Safety Act;
- Excellent verbal and written communication skills;
- Supervisory and managerial skills to direct the staff as required;
- Administrative skills to ensure timely completion of all reporting and legal filing requirements;
- Financial skills to assist in preparing and monitoring spending operating budgets;
- Ability to manage conflict, mediate disputes and assist in reaching consensus;
- Proficient in Microsoft Office (Word, Excel, Outlook);
- Knowledge of Yardi Voyager Property Management Software or ability to learn and adapt to new software;
- Ability to work independently with minimal supervision;
- Commitment to Victoria Park Community Homes' corporate vision and values;
- Ability to prioritize tasks based on urgency and importance;
- Must possess excellent organizational skills;
- Ability to maintain confidentiality, exercise good judgment, and discretion in dealing with confidential information and/or responding to inquiries.

## **Special Requirements**

- Must be bondable and prepared to execute the Bondability Affidavit
- Successful candidates will be subject to a current and satisfactory Police Check at their expense
- This position is open only to those legally entitled to work for any employer in Canada

## **Working Conditions**

- Regular travel;
- Occasional travel to Victoria Park head office in Hamilton
- Regular hours of employment are 8:30 a.m. to 4:30 p.m., Monday to Friday plus regular attendance at evening Board of Directors' meetings for each client
- Required to participate in On-Call rotation schedule
- A valid Class G Driver's license and daily access to a reliable vehicle are required



## Apply Now!

For more information on our Company, please visit our website at [www.vpch.com](http://www.vpch.com).

To apply, please submit your resume and cover letter to [recruiter@vpch.com](mailto:recruiter@vpch.com) by **Monday, May 22<sup>nd</sup>, at 4pm.**

Victoria Park Community Homes will accommodate people with disabilities throughout the recruitment and selection process. Applicants are requested to make their needs known in advance if accommodation is required.

We appreciate the interest of all applicants in employment opportunities with Victoria Park Community Homes. Only those selected for an interview will be contacted.

No phone calls or placement agencies, thank you.