



## Property Management Assistant – DESIGNATED\*\* Internal and External Opportunity

<b>Position:</b>	Property Management Assistant ( <i>Unionized position under NSGEU local 102</i> )
<b>Reports to:</b>	Property Manager
<b>Location:</b>	2445 Brunswick Street
<b>Hourly Pay Scale:</b>	\$26.40 + benefits
<b>Work term:</b>	Up to 1-year term
<b>Hours:</b>	37.5 hrs. per week, schedule to be determined by the manager
<b>Deadline:</b>	June 20, 2025,

\*\*The North End Community Health Centre is committed to being an inclusive organization. To ensure our organization represents the diverse people and communities we serve, this position is designated for individuals who identify as **African Nova Scotians, people of African Descent and/or for individuals that identify as Indigenous**

### About NECHC

The North End Community Health Centre (NECHC) was established in 1971 in response to an absence of primary health care and other health services in Halifax's North End. Located on Gottingen Street, we are in the heart of a unique and culturally diverse community. Today, governed by the North End Community Health Association, the NECHC is viewed by area residents as a "beacon of hope" in the community. Much more than a Primary Care Clinic, the NECHC has expanded in response to unmet needs of community members and is highly valued by its patients and clients and their families. NECHC provides services to those living on the margins of society, through MOSH, Housing First and a wide range of community outreach initiatives.

### Vision

Strong community - healthy people.

### Mission

We support health and well-being in our community through quality primary health care, education and advocacy in an environment in which people are treated with respect and dignity and there is equitable access to services and programs.

### Values

Respect. Community. Compassion. Excellence. Innovation



## Diversity, Equity and Inclusion Commitment

The North End Community Health Centre is committed to being an inclusive organization. We are working to ensure our organization represents the diverse people and communities we serve. Our position postings encourage members from the following communities to apply:

- 2SLGBTQIA++
- African Nova Scotian and/or people of African Descent
- Indigenous
- People with disabilities
- Language minorities
- People of Color and/or racially visible minorities
- Immigrant and refugee
- Connected to the North End of Halifax

In order to self-declare inclusion in equity groups please complete the self-declaration screening question as a part of your application at [nehc.com/jobs](http://nehc.com/jobs) or indicate in with your resume and cover letter. Your declaration of membership in any of these equity groups will remain confidential.

## Job Purpose:

The NEHC's Property Management group is responsible for the maintenance and property management of the housing portfolio of the North End Community Health Centre. Reporting to the Property Manager, the Property Assistant is responsible for supporting our housing facilities, providing maintenance and other duties as required. The team values diversity and proactively seeks ways to incorporate a collaborative community approach to all that they do.

The Property Management Assistant will provide day-to-day, on-site support to our Brunswick Street Supported Housing project, a 38 unit building for individuals who have experienced homelessness who are over 50. This project is a partnership with SVDP who own the building and will provide tenants with complex health care needs the opportunity to age in place with supports.

## Education and Experience:

- 1-2 years' experience working in a community setting with community members.
- Experience being a handy person is a requirement.



- Strong skills related to: adaptability, time management, problem solving, judgement, communication, interpersonal relations, and healthy boundaries.
- Compassionate, non-judgmental approach to supporting clients whose needs and goals may be different than your own, creative thinking, ability to navigate a crisis situation, de-escalate, and/or pull in more support.
- Valid driver's license required, with a minimum of 2 years driving experience and clean driver abstract.
- Access to a reliable vehicle is required.

## Position Responsibilities:

The following duties reflect the broad scope of responsibilities but are not necessarily all-inclusive:

- Provide ongoing support to tenants to assist them in meeting the conditions of their lease, including monthly unit inspections and development of eviction prevention plans
- Provide ongoing oversight at the building to ensure maintenance and repairs are completed in a timely and efficient manner. Identify and address key hazards and building deficiencies to ensure health and safety of all.
- Schedule and meet contractors, trades and service companies on site, including pest control services
- Sourcing and purchasing necessary supplies for various tasks, including cleaning and maintenance of common areas
- Provide tenant relations including supporting the tenant selection process, apartment viewings, lease signings, rent collection, unit inspections, eviction processes and unit turn-over.
- Manage tenants involved in the cleaning peer support program, including mentorship, feedback and processing of payments
- Support the overall team during crisis-response and de-escalation for tenants
- Key cutting and lock-out (lost key) response for tenants.
- Lockout response for tenants
- Complete administrative tasks, including data entry, maintenance reports and monthly summaries using Word, Excel and Outlook
- Clear and timely documentation of tasks and their completion on tenancy
- After hours on call for emergencies
- Other duties as assigned

## Physical Requirements and Work Environment

- Requires bending and carrying heavy objects (25 – 50lbs)
- Furniture assembly
- Complete minor drywall, painting, plumbing repairs



- Moving furnishings and supplies required.
- Labour – some heavy lifting required, moving furniture items
- Interaction with vulnerable people, some aggressive or verbally abusive
- Working in various environmental conditions (weather, varied community settings).

### Judgement and Initiative:

- Committed to contributing to a team environment that strives for inclusive practices/approaches.
- Committed to working with a harm reduction approach/lens.
- Able to work with minimal supervision.
- Insightful to abilities and contribution to teams and impact on others.
- Committed to lifelong learning and professional development.
- Ability to learn from mistakes.
- Adhere to policies and procedures.

### How to Apply:

Those interested in applying for this position should send their cover letter and resume to [nehc.easyapply.co](https://nehc.easyapply.co)

We thank all applicants for their interest, only those selected for an interview will be contacted.

*For any additional information please reach out to [employment@nehc.com](mailto:employment@nehc.com)*