



North End COMMUNITY HEALTH CENTRE

Internal/External Opportunity Briefing

Position:	Property Management Assistant
Reports to:	Property Manager
Location:	2131 Gottingen Street + housing units
Pay Scale:	\$25 per hour + benefits
Work Term:	1.0 FTE, one year term, with the possibility of extension
Deadline:	August 1, 2024

***This posting is designated for African Nova Scotian and/or people of African Descent, People with Lived Experience, 2SLGBTQIA++, or Indigenous people. Those that are Two Spirit, transgender or gender diverse will be prioritized for this position.**

We ask applicants to self-identify and share any marginalized experiences they wish to share, as indicated below in our Diversity, Equity and Inclusion Commitment, in their application. Any disclosure or declaration of belonging in any of these equity groups will remain confidential.

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 a board of directors, 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 diverse workforce of staff and volunteers reflects and represents the diversity of the 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 Colour and/or racially visible minorities
- Immigrant and refugee
- Connected to the North End of Halifax

Job Purpose

The NECHC'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. While the successful candidate is part of the Property Management team, their focus will be on the Oxfords Project.

Position Responsibilities

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

- Prioritize tasks based on order of importance
- Building/unit inspections. Identify hazards and deficiencies
- Documentation of tasks and their completion on Rentancy website
- Schedule and meet trades and service companies on site
- Sourcing and purchasing necessary supplies for various tasks
- Lease signings
- Rent collection
- Key cutting
- Minor repairs
- Lockout response for tenants
- Fleet coordination
- Furniture assembly
- Labour – some heavy lifting required, moving furniture items
- Administrative tasks – data entry. Word, Excel and Outlook
- Conflict resolution – problem solve with coworkers and tenants
- Organizing and planning pest control responses
- After hours on call for emergencies

Education, Knowledge and Experience

- 1-2 years' experience working in a community setting with community members.
- Experience being a handyman/woman 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.

Working Environment and Physical Demands

- Supportive, exciting and challenging environment.
- Constant interaction with marginalized and vulnerable people, some reactive, aggressive or verbally abusive.
- Requires bending and carrying heavy objects, and lifting, stacking and organizing heavy objects (25 – 50lbs).
- 3-6 hours of driving per day.
- Working in various environmental conditions (weather, varied community settings).

How to Apply

Those interested in applying for this position should email a cover letter and resume to employment@nehc.com by August 1, 2024. We thank all applicants for their interest, only those selected for an interview will be contacted.

Please note that a vulnerable sector criminal record check is required for all NEHC employees working directly with clients, participants and patients, however we acknowledge that criminalization occurs disproportionately in some communities more than others, and a clear record is not required. Any items that come up on such a record check will be discussed confidentially during hiring.