

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job#TNG2021-176**

<b>POSITION TITLE:</b> On-Call Superintendent of L.L. Odette, Live-in Position	
<b>DEPARTMENT:</b> Urban Health and Homelessness Services	<b>STATUS:</b> on-call, non-union
<b># HRS / WEEK:</b> on-call	<b>CONTRACT DATE:</b> n/a
<b>REPORT TO:</b> Manager, Housing and Drop-in Services	<b>SALARY:</b> Free room with private bathroom and monthly cellular phone plus \$250/mo.
<b>POSTING DATE:</b> September 14, 2021	<b>CLOSING DATE:</b> September 20, 2021

**GENERAL DESCRIPTION:** The Superintendent receives a free room with private bathroom in exchange for on-call Superintendent duties for a 13 unit supportive housing project. Duties include a daily building security check, disinfecting common areas, responding to disturbance issues and minor maintenance issues, and calling full time staff in the event of an emergency. **This is a position reserved for men/male identified people who have been recently homeless and a consumer/survivor of the mental health system and/or someone with lived experience with drug use.**

### MAJOR DUTIES:

- As a live-in, on call tenant of the Supportive Housing Program, the Superintendent works with the Manager, Harm Reduction and Drop-in Services to ensure the safety and maintenance of L.L. Odette Place. This includes nightly security checks of doors, alarm systems and public areas; allowing access to the building for contractors after hours for necessary repairs or cleaning as arranged by full time staff team; tending to garbage/recycling bin removal and return as per the pick-up schedules.
- The Superintendent will direct non-urgent requests to daytime staff and contact on call staff for emergency situations overnight and holidays. Responsible for the orderly arrangement, appearance and learning environment of the classroom including checking that activity areas, toys, tools and equipment are safe and clean as per Public Health, CCEYA & Children's Services AQI guidelines and protocols.
- The Superintendent will contact Emergency Medical Services (EMS) when needed and work with EMS personnel in the event of an emergency. Administer first aid as required; document accidents by filling out Serious Occurrence report
- The Superintendent will carry a cellular phone to reach tenants and staff.
- The Superintendent will be friendly, supportive presence in Odette and assist tenants to resolve minor disputes
- The Superintendent will participate actively on tenant committees and house meetings.
- Scheduled hours of work will not exceed 37.5 per week and may include evenings, weekends and on-call duty. This is a live-in position. If at any time the incumbent leaves the position he/she must vacate the apartment designated for the superintendent, within seven (7) days of termination.

### REQUIREMENTS & QUALIFICATIONS:

- This is position reserved for consumer-survivors of the mental health system.
- A strong understanding of harm reduction and drug using communities, and an ability to work with people who are actively using drugs
- Knowledge of overdose prevention responses is an asset
- A willingness to give and receive feedback in a constructive way, and to learn new skills
- Strong verbal communication skills and knowledge of minor maintenance repairs. Ability to communicate clearly with contractors.
- Ability to work in a diverse organization and a dynamic community based setting with marginalized individuals.
- Ability to stand, walk, climb stairs, lift, push and carry.
- Ability to function in an environment that is **not smoke-free**

**For a complete job description please contact Human Resources**

**To apply, submit your resume and cover letter with "TNG2021- 176" in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colours, ethnic origins, religions, abilities, gender identities, gender expressions and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirements.