

HOUSING SOLUTIONS COORDINATOR
TEMPORARY, FULL-TIME POSITION BASED IN KENORA, ONTARIO
IMMEDIATE – JANUARY 31, 2027
COMPETITION # ISS 26-40

Situated along the Trans-Canada Highway between the neighbouring city centres of Winnipeg and Thunder Bay, the District of Kenora comprises several communities in Northwestern Ontario, offering an experience in nature like no other. With its main administration office in Dryden and other office locations and ambulance bases across the District, the Kenora District Services Board (KDSB) is the integrated service delivery agency dedicated to improving everyday lives through early learning and care, housing, paramedic, and social services.

We are currently seeking to hire a **Temporary, Full-Time Housing Solutions Coordinator** located in **Kenora, Ontario** (with some travel throughout the Kenora District) to join our Integrated Social Services (ISS) team. Our employees enjoy a healthy work environment, professional development, and an opportunity to make a difference in the lives of others.

Reporting to the Housing Solutions Supervisor, the Housing Solutions Coordinator is responsible for the delivery of Homelessness and Supportive Housing programs, ensuring high-quality and inclusive programming. Coordinate the planning, research, and implementation of housing solutions for the District of Kenora.

KEY RESPONSIBILITIES INCLUDE:

- Ensure that all programs meet legal requirements by monitoring compliance as recommended in the KDSB Shelter Standards document and other relevant standards, including quality assurance standards in development for various programs.
- Ensure culturally appropriate programming and activities are developed, implemented, and offered.
- Review the homelessness-specific policies to support Coordinated Access and By-Name List in the region.
- Ensure all Kenora District Services Board (KDSB), local Health Unit, and Ministry policies and directives are implemented and followed.
- Monitor and ensure the homelessness policies and procedures are adequate with staffing placement and requirements
- Report serious occurrences and assign a designate if absent. Assist programs in emergency situations, such as serious occurrences or patron/tenant crisis.
- Make recommendations that support improved outcomes for vulnerable individuals, families and communities.
- Perform other related duties as required.

SUCCESSFUL CANDIDATES WILL HAVE:

- Thorough knowledge of the KDSB Shelter Standards, Housing Solutions Network, Coordinated Access policies and directives, quality assurance standards, and all relevant legislation. Knowledge in financial management, human resources management, and the implementation and evaluation of program development.

HOUSING SOLUTIONS COORDINATOR

TEMPORARY, FULL-TIME POSITION BASED IN KENORA, ONTARIO

IMMEDIATE – JANUARY 31, 2027

COMPETITION # ISS 26-40

- Team building, analytical and problem solving, decision making, effective verbal and listening communications, stress management, and time management skills.
- Sound work ethics, including being respectful, fair, consistent, compassionate, and understanding, with the ability to build self-esteem and motivate others to develop a positive working environment that fosters cultural awareness and sensitivity.
- Demonstrate a high degree of discretion, integrity, and professionalism in dealing with sensitive matters.
- The ability to communicate in a second language would be considered an asset.

QUALIFICATIONS WILL INCLUDE:

- Successful completion of a Diploma or Degree in Social Services or a Business related field from a recognized educational institution.
- Two (2) years of related experience working in Social Services, with one (1) year of demonstrated leadership.
- A valid Ontario Class G (or equivalent) driver's license.
- A current First Aid, including Infant/Child CPR.
- An up-to-date Immunization records.
- Legally eligible to work in Canada.
- A satisfactory Police Vulnerable Sector Check.

We offer a salary ranging from \$79,467.45 - \$91,190.72 per annum. Interested applicants are invited to submit a cover letter and resume by email, referencing the competition number in the subject line of the email, on or before **November 2, 2026, at 4:00 pm local time** to the:

Human Resources Department
Kenora District Services Board
Email: hr@kdsb.on.ca

This posting is for an Existing Vacancy

While all responses are appreciated, only those applicants selected for an interview will be contacted. Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

The KDSB will make accommodations available wherever possible to applicants with disabilities upon request during the recruitment process. The KDSB is an equal opportunity employer. KDSB does **not** use artificial intelligence tools to screen, assess, or select applicants for this position