

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

### Housing Services Caseworker

Temporary, full-time position (approximately 7–8-month contract)

Hourly Rate: \$40.17 - \$45.13 as per the CUPE 3725 collective agreement.

Work Location: 555 Courthouse Road, Cobourg, Ontario.

Reporting directly to the Developmental Housing Services Supervisor, your primary activities will involve tenant case management for the Northumberland County Housing Corporation (NCHC), with a caseload of more than 250 tenants. You will also be required to plan and execute tenant engagement and relations activities across the NCHC portfolio. Other activities may include supporting provincial and federally funded programs, County-funded affordable housing programs, supporting community housing providers and affordable housing providers, and supporting NCHC regeneration activities including tenant relocations and supports.

#### Duties & responsibilities:

- NCHC tenant case management with a lens to housing retention;
- Travel throughout Northumberland County to NCHC properties to engage in-person with tenants;
- Supporting cases moving forward to the Landlord Tenant Board, engagement with internal departmental divisions and external partners to support housing retention including the Legal Centre;
- Plan and execute tenant engagement and relations activities across the NCHC portfolio;
- Supporting the development, drafting and implementation of policy and procedures relating to the NCHC portfolio;
- Supporting NCHC regeneration activities including tenant relocations and supports;
- Conducting operational reviews for non-profit housing providers, tenant relations support to non-profit Board of Directors and Property Managers;
- Supporting provincial and federal funded programs including working with prospective applicants and those administering programs (COHB, Ontario Renovates, Home Ownership, Community Housing Provider Capital Repair Programs, etc.); the administration of agreements for rent supplement units;
- Asset Management monitoring and support to community housing providers;
- Trends and data collection as required; and
- Other duties as assigned.

#### Qualifications

- A university degree or college diploma in Social Services or a related field.

- Minimum six (6) months to one (1) year of related progressive experience, preferably in a municipal environment, with experience in a Social Services environment.
- Completed RGI certificate program an asset.
- Ability to learn new data reporting software, including YARDI Property Management, AssetPlanner, Transfer Payment Ontario, and RentCafe.
- Demonstrated proficiency in all Microsoft Office (Word, Outlook, Excel) applications.
- Excellent time-management, communication, conflict resolution, communication and organizational skills.
- Ability to work collaboratively in a team environment and with community partners and agencies.
- Ability to work independently as required.
- Ability to demonstrate discretionary decision-making skills.
- Ability to read and interpret provincial legislation.
- **A valid Class G driver's license with a clean abstract and access to a personal vehicle is required.**

## What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

## What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play.

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

## How to Apply:

When emailing your application, please ensure your cover letter, résumé and any other supporting documents are submitted in one file (preferably MS Word (docx) or Adobe (.pdf)).

We invite you to submit a resume and cover letter by **4:30pm on Thursday, October 23, 2025, to:**

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**e-mail:** [hr@northumberland.ca](mailto:hr@northumberland.ca)  
fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to [accessibility@northumberland.ca](mailto:accessibility@northumberland.ca) or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.