



Housing Resource Specialist

New full-time position

37.5 hours/week

\$34.20/hr

The Housing Resource Specialist is responsible for developing and maintaining a comprehensive network of housing and financial resources, and for establishing effective referral relationships across both military and civilian partners.

The incumbent must have a strong understanding of the unique and often demanding challenges experienced by CAF members and their families posted to CFB Borden as they seek housing within the local community.

Qualified applicants possess the following:

- Completed Post-Secondary degree/diploma (minimum 2-year program) in Human Services or a related field from a recognized University/College;
- Minimum 2-year relevant experience working with a community-based organization or social service agency;
- Understanding and sensitivity to the unique military lifestyle issues facing CAF members and their families;
- Thorough understanding of Military and community organizations and resources relating to housing;
- Excellent organizational, interpersonal and communication skills;
- Excellent judgement, initiative and leadership skills;
- Ability to deal tactfully, courteously and effectively with the public and staff;
- Ability to work well independently and in a collaborative team environment;
- Experience in establishing, sustaining and fostering a network of community contacts and partnerships;
- Proficiency in Microsoft Office; Internet, MS Teams, and Zoom;
- Valid Standard First Aid and CPR certificates;
- Prepared to work flexible hours inclusive of evenings and weekends;
- Ability to communicate effectively in both French and English.

Applicants are invited to forward their cover letter and resume by March 6th, 2026 at 4:30pm by email to BFRC-CFRB_HR@forces.gc.ca - Selection Committee - Housing Resource Specialist

The Borden Family Resource Centre is committed to improving access and opportunities for individuals with disabilities in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accommodations are available on request for candidates taking part in all aspects of the selection process.

A criminal record check and vulnerable sector screening will also be required as a condition of employment for this position.

The Borden Family Resource Centre wishes to thank all applicants. Individuals being offered an interview will be contacted.