

## **Recruitment**

As of January 3, 2025, the Agency has the following vacancies:

- Account Clerk / Senior Account Clerk
- Area Maintenance Worker
- Compliance Specialist
- Eligibility Specialist I/II
- Maintenance Worker I/II
- PT Maintenance Worker – Valley Manor
- Office Assistant / Senior Office Assistant
- Onsite Manager – Vine Street
- Rental Assistance Manager
- Resident Opportunity & Self-Sufficiency Coordinator

Applications are still being received and are being carefully screened as they progress through the recruitment process. Conditional offers of employment have been extended to candidates for the positions of Office Assistant and Resident Opportunity and Self-Sufficiency Coordinator. Additionally, the agency is nearing the conclusion of the recruitment process for the Area Maintenance Worker position.

## **Facilities Division**

Effective January 1, 2025, the Facilities Division has been moved under the Property Management Division, now overseen by the Director of Property Management, Miriam Giebeler. This change is a positive development that will foster beneficial opportunities for both staff and tenants.

## **Agency-Wide Closure**

Beginning the payroll period of January 20, 2025, the Agency will implement an agency-wide closure every other Friday, with the first closure taking place on Friday, January 24, 2025. Staff members have been given prior notice and are encouraged to reach out to Human Resources if they have any questions or concerns.

## **HR Lunch & Learn**

Beginning Tuesday, January 21<sup>st</sup>, 2025, Human Resources will kick off the first Lunch & Learn session, offering staff the opportunity to gain further insights on a range of topics. The session on January 21<sup>st</sup>, 2025, will focus on the Education Incentive Program.

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