Project Supervisor (Homelessness Reduction) - 16 Month

Wellington County consistently ranks as one of the safest communities in Canada and is home to vibrant economies, active and inclusive communities, and beautiful landscapes.

We are committed to building and maintaining a respectful, inclusive and equitable workplace that is representative of the community we proudly serve. The County is looking for individuals who are committed to public service, enjoy collaborating with others and share the County's values. We value applicants with a diverse range of skills, experiences, and competencies, and are looking forward to welcoming new members to our talented team.

The County offers a generous compensation, benefits and pension package. We also offer ongoing career and development opportunities to our employees, with a commitment to health and well-being.

Posting ID: 2661 - this recruitment is for an existing vacancy
Department: Social Services
Division: Housing Services
Position Type: 16 Month Full Time Contract
Work Location Requirement: Fully On-Site/In-Person
Work Location: 138 Wyndham, Guelph; the County of Wellington is an employer that provides service onsite.
Work Hours: Monday to Friday, 35 hours per week: regular schedule is 8:30 am - 4:00 pm onsite/in-person; flexibility of hours may be required.
Vacancies: 1
Application Deadline: 11/12/2026

The following includes some of the principal responsibilities for this role and is intended to provide an overview of the position. The full scope of responsibilities is outlined in the complete job description.

BASIC FUNCTION

This position reports directly to the Community Planning Project Manager and is responsible for supervising, coordinating and overseeing the project activities of a Homelessness Reduction Innovation Fund (HRIF) Pilot Project within the homelessness-serving system. The goal of this project is to pilot an ICM-based Housing First Program in Wellington-Guelph. This position serves as the operational link between community partners, funding bodies, and internal County teams. Project-related job duties will include supporting service provider(s) in recruitment, project oversight, data collection and reporting, financial tracking, and compliance with service agreements and/or Memorandums of Understanding (MOUs).
This position also supports the broader Wellington-Guelph Coordinated Access System and key goals of the Wellington-Guelph Health and Housing Community Plan. Other job duties include working within the Social Services Department and with community partners to improve the homelessness-serving system.

PRINCIPAL RESPONSIBILITIES

Under the guidance of the Community Planning Project Manager, the Project Supervisor has the following responsibilities:

- Monitors project activities, performance indicators, financial guidelines, and reporting schedules to ensure service provider compliance, project accountability, and audit-readiness

according to Canadian Alliance to End Homelessness (CAEH) and Reaching Home/Federal government standards.
- Facilitates regular check-ins, project working groups, and stakeholder sessions to maintain project momentum, troubleshoot operational barriers alongside the service provider, and support collaborative project delivery.
- Leads project reporting to CAEH, informed by project data, financial statements, and narrative reporting on successes and challenges.
- Provides supervisory support to the service provider. This includes participating in recruitment processes, formal responsibility of making effective recommendations to the service provider's program supervisor regarding work schedules, overtime, discipline, removal from County workplaces, and commending good performance.
- Act as the liaison between County management and the contracted service provider.
- Collaborates closely with the Housing Stability Team to align project activities with local Coordinated Access System protocols, workflows, and system-level homelessness prevention and shelter diversion efforts.
- Collaborates with the Housing Stability Coordinator(s) and service provider to ensure project teams are effectively utilizing HIFIS (Homeless Individuals and Families Information System), while also coordinating the monthly collection, verification of target population metrics, and project-related data to CAEH in compliance with data quality and privacy standards.
- Works with internal and external partners to participate in community needs assessment related to homelessness, including sharing of information, membership of working groups, community planning initiatives, and making recommendations for service improvements, as informed by project activities.
- Develops and conducts project-specific service reviews/evaluations, cost analysis reports, client service satisfaction processes, and system-capacity building activities.
- Supports project conceptualization, Needs Assessments, Expressions of Interest (EOIs), and grant proposal writing as applicable for other funding opportunities, while designing logic models, evaluation frameworks, and transitioning short-term projects into sustainable, long-term funding structures.
- Embeds equity, accessibility, and cultural competency throughout all project phases, ensuring service pathways are respectful, responsive, and tailored to meet the needs of diverse client populations.

MINIMUM QUALIFICATIONS

- Three-year college diploma related to social services or another related field.
- Minimum four years of experience or equivalent in social services or community development field, with specialization in housing and provincially contracted social services preferred.
- Previous supervisory or project management experience is required.
- Certified Associate in Project Management (CAPM) Certification or equivalent is an asset.
- Working knowledge of data management systems as well as evaluation methods, with the ability to analyze information from many sources.
- Knowledge of the structures, planning and delivery mandates within the provincial social services, health care, mental health and addictions service delivery systems.
- Knowledge and experience working with community agencies and programmes.
- Comprehensive knowledge of homelessness services and supports, including the challenges and barriers faced by people experiencing homelessness.
- Knowledge of community planning and development processes as they pertain to social services delivery.
- Excellent communication, facilitation and presentation skills.
- Excellent computer skills and experience operating database software.

- Excellent problem-solving skills with a proven ability to work effectively in a team environment.
- A valid driver's licence (minimum G2 Class) and access to a reliable vehicle.

Pay Range: $92,328.60 - $107,998.80 (2026 Non-Union Compensation Grid)
Benefits: Extended Health Care, Emergency Travel Assistance, Dental Care; mandatory enrolment, premiums 100% covered.
Pension: As a non-full-time (NFT) employee of an OMERS employer, you are eligible to elect to join the OMERS Pension Plan at any time. Enrollment in OMERS is voluntary.
Medical Responsibility Time: Prorated and accrues at 1 day/month.
Vacation: Accrues to start at three weeks/annum; increases based on length of service.
Parking: Provided; taxable benefit provisions apply.
Mileage: If applicable, as per CRA allowances.

Visit our website at careers.wellington.ca for position details including minimum qualifications, and to apply.

The County of Wellington is committed to providing inclusive access and accommodations for disabilities throughout the application and selection process. We are continuously working to improve our systems, policies, and practices to ensure our employees, in all their diversity, can succeed. Should you require accommodation for a disability through the recruitment process, please let us know and we will work with you to meet your needs.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.