



Position Description

Housing Coordinator

Position Summary

Job Type:	Full-time, permanent
Hours of Work:	Monday – Friday 8:00 am – 4:00pm
Reporting to:	Manager, Housing
Department:	Housing
Wage:	\$22.78 - \$27.84
Application End date:	October 10, 2024

Reporting to the Manager, Housing, the Housing Coordinator is responsible for supporting members to ensure their housing needs are addressed when they need assistance. In addition, this position assists in applying the housing policy to ensure rent is collected, services are provided, and files are kept up to date. Finally, this role creates and maintains records to facilitate repairs or improvements.

Key Responsibilities

Performs all duties and responsibilities in accordance with Skeetchestn Indian Band policies, practices, and procedures as directed by the Housing Manager. Maintains confidentiality as required pertaining to members, clients, employees, and general matters of SIB.

Housing Program

- Develops, implements, and manages the Housing records system, ensuring departmental housing and CMHC files are maintained.
- Conducts move in / move out inspections and drafts report, files signed reports, distributes copies to appropriate parties.
- Receives home maintenance and repair requests from tenants, enters maintenance requests into the work order system and works with the Manager and the Housing Journeyman to complete requests.
- Assists with the planning of new housing units, including coordination of applications, permits and other related documentation.
- Assists the Manager with coordinating renovation projects.
- Prepares with the Finance department tenant rent statements to be mailed out monthly.
- Prepares letters for arrears and eviction notices for approval.
- Informs the Manager of any emergencies or priority situations.
- Accepts rental payments, issues receipts, and forward to Finance
- Assists with the management of Skeetchestn's housing policy
- Regularly visits rental homes to monitor repairs, improvements, issues, or construction.
- Assists Members with housing applications.
- Conducts housing annual inspections.
- Participates in housing committee meetings including preparing the agenda and recording minutes.
- Ensures reporting requirements are met, and regular updates are provided to the Manager, members, or regulatory or governmental agencies as required.
- Ensures confidentiality and privacy of information.

- Tracks housing related expenses; provides updates to the manager
- Maintains all records including payment, receipts, wait list, repairs, maintenance, general housing files.

General Administration and Department Support

- Provides general administrative support for the Housing Department.
- Answers phone, greets visitors to the department and accepts deliveries.
- Responds to requests for service, enters into work order system.
- Attends training, department meetings, all staff meetings as required.

Qualifications

Training, Education, Experience

- Grade 12 plus additional courses in a related field (First Nations Housing Manager, Property Management)
- 2 years' of related experience including property management experience and/or experience working in housing in a First Nations environment.
- Experience working with an Indigenous community.
- Valid Class 5 Driver's License.
- Acceptable Criminal Background check.

Knowledge, Skills, Abilities

- Well-developed communication and interpersonal skills.
- Excellent client service skills. Friendly, positive, responsive, professional and helpful.
- Knowledge of CMHC, and ISC programs and related policies.
- Ability to build and maintain strong relationships with community members and service providers.
- Strong cultural sensitivity and understanding.
- Ability to exercise and model a high degree of professionalism and confidentiality.
- Intermediate level computer skills including Microsoft Office.
- Basic to intermediate office administration skills including records management.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Genuine respect for Skeetchestn Indian Band culture and protocols.

Working Conditions

Work is performed in the office and in the field with regular home visits. Occasional travel to attend meetings or training is required.

Are you interested in joining our team? submit cover letter and resume to:

Holly Deneault

Assistant Director of Operations and Human Resources

Email: adminassist@skeetchestn.ca

Fax: (250) 373-2493