



Wahnapiatae First Nation

259 TAIGNWENINI TRAIL ROAD
CAPREOL ONTARIO P0M 1H0

Phone: (705) 858-0610

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www.wahnapiataefirstnation.com

Job Posting

POSITION: HOUSING COORDINATOR

TERM: Permanent Full-Time – 35 hrs per week

REPORTS TO: Executive Director

DATE PREPARED: August 9, 2018

NATURE AND SCOPE OF POSITION

The Housing Coordinator will provide, assist, develop, monitor and administer all Housing programs for the Wahnapiatae First Nation. The Housing Coordinator will promote awareness of all available housing options, plans and designs and applicable policies and guidelines to Wahnapiatae First Nation citizens. The Housing Coordinator administers CMHC section 95 rental programs, Housing Allocation, Loan funds, Lot Distribution Policy and provides technical expertise to Executive Director. The Housing Coordinator is responsible for ensuring the maintenance and upkeep of all WFN rental and rent to own housing properties within the community. The Housing Coordinator is also responsible for meeting the reasonable needs of tenants and ensuring that tenants comply with WFN housing policies and procedures. The work of the Housing Coordinator directly affects the quality of life for tenants in WFN housing as well as those who have applied for public housing.

KNOWLEDGE, SKILLS AND REQUIREMENTS

- must have grade 12, a post-secondary certificate/degree or diploma in a related field
- must have a valid Driver's License
- property management including maintenance management
- knowledge of Canada Mortgage and Housing Corporations and their primary activities with First Nations
- knowledge of First Nation Market Housing
- an understanding of relevant legislation, acts, policies and procedures
- an understanding of Anishinabek culture
- team leadership and management skills
- financial management skills
- contract management skills

- strategic planning skills
- analytical and problem solving skills
- decision making skills
- negotiations skills
- computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level
- effective written and verbal communications skills
- effective public relations and public speaking skills
- research and program development skills
- stress management skills
- time management skills
- performs other related duties as required.

DUTIES AND RESPONSIBILITIES:

- Manage and administer all social public housing programs, services and properties in order to ensure they are delivered and maintained in an effective and efficient manner
- Manage rental accounts, files and records in order to ensure accurate recording of payments and maintenance of rental properties.
- Manage contractors and service technicians in order to ensure that clients/renters/homeowners concerns are addressed in an accurate and timely manner.
- Provide efficient and effective office management
- Work with Funding agencies and insure reporting is accurately completed

WORKING CONDITIONS:

Typical office environment, minimal travel required and flexible hours of work required.

The Housing Coordinator will have to spend time using office equipment and computers, and will be exposed to outdoor elements. The Housing Coordinator may also have to do some light to medium lifting of supplies and materials from time to time.

The Housing Coordinator may have to manage a number of projects at one time, maybe interrupted frequently to meet the needs and requests of residents, clients and contractors. The Housing Coordinator may find the environment to be busy, noisy and will need excellent organizational time and stress management skills to complete the required tasks.

CLOSING DATE: ~~October 31st, 2018 @ 4:30 pm~~ – EXTENDED UNTIL NOVEMBER 9TH, 2018

Please forward your cover letter, resume and three (3) work references by fax, email or regular mail to:

Leila Roque Administration
Wahnapiatae First Nation, 259 Taighwenini Trail Road, Capreol ON P0M 1H0
leila.roque@wahnapiataefn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those being interviewed will be contacted.