



JOB POSTING

HOUSING COORDINATOR (INTERIM) 6 Month Contract

Interested Candidates: Applications **must** include a cover letter, resume and three work-related references and/or letters of reference. **Candidates who do not comply will not be considered for an interview.**

Job Scope: The Alderville First Nation is seeking a trustworthy, eager individual to fill the position of **Housing Coordinator on an interim basis**. Reporting into the Capital Assets Officer, the Housing Coordinator is responsible for the development, implementation and coordination of the Alderville First Nation Housing Program, structure, policies & procedures and standards.

This is a *full-time, short-term contract position* for six months with *potential extension* starting immediately. Office hours at 35 hrs per week will be Monday – Thursday from 8:15am to 4:30pm and Friday 8:15am to 1:15pm.

Key Job Functions:

- Responsible for the Residential Rehabilitation Assistance Program (RRAP) and Home Adaptations for Seniors (HASI), Section 95 Housing in conjunction with Canada Mortgage and Housing Corporation (CMHC) and Aboriginal Affairs and Northern Development Canada (AANDC) through assisting in the completion of applications for each approved member;
- Monitors and assesses the Rental Program to ensure all units are occupied, that policy is being followed and that maintenance is completed for all rental units; coordinates work orders for the Property Asset Maintenance Worker;

Liaison:

- Coordinates housing inspections with Building Inspector on all RRAP loans
- Develops a liaison with other First Nations and local, provincial and federal agencies in order to maintain a mutual awareness of needs, problems and policies.
- Represents, promotes and advocates on behalf of the First Nation's interests with government or other agencies through attendance at meetings
- Stays up to date on government programs, funding and grants and other initiatives relating to Aboriginal people; exchanges information and keeps informed of the changes and trends that can be beneficial to the First Nation
- Takes an active role as Chairperson for the Housing Advisory and Waste Management Committees
- Attends Emergency Preparedness meetings and plans an active role in the Emergency Preparedness Plan
- Attends Council regularly to review various aspects of the Housing Program and to identify issues/concerns that may require more effective program and service delivery
- Meets regularly with Capital Assets Officer to share program information and administrative activities

Administration:

- Responsible for registering or re-registering new mortgages for each new housing loan, repair loan or loan renegotiation
- Submits administrative paperwork including invoices, timesheets, maintenance logs when necessary
- Takes the lead on all data input, data base building and maintenance of all AIS Housing Management Software records including the transfer of paper files/housing records

Qualifications:

- Post-secondary degree or diploma in an area related field of study (eg. Business Administration, Project Management, Construction);

- Must have demonstrated related work experience and project management skills;
- Proven and demonstrated experience with developing and maintaining approved budgets;
- Demonstrated ability to maintain complete confidentiality of all information at all times;
- Strong computer skills specifically with MS Excel, Word, PowerPoint;
- Demonstrated Data Entry experience and/or experience working with databases, MS Access or housing management software a definite asset;
- Strong attention to detail, accuracy and organizational skills; able to prioritize and meet deadlines;
- Self-motivator with ability to work independently and in a team environment;
- Strong listening, oral and written communication skills;
- Criminal Reference Clearance (CPI) and Vulnerable Sector Clearance are requirements of the employment offer.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate is \$22.10 - \$23.26 per hour.

Deadline to Apply: **Open until filled**, next screening Wednesday, June 5th, 2019 at 4:30PM.

How to apply: *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Fax to: (905) 352-3242

Mailed to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque **Re:** *Housing Coordinator (Interim)*

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

Chief and Council retain the right to make the final decision on the selection of the successful candidate.