



# Housing Coordinator

## Reporting to Housing Manager

### Administration – Housing Department

**PERMANENT  
FULL-TIME @ 35 HOURS  
PER WEEK**

**Normal Work Hours:**  
Monday – Thursday:  
8:15am to 4:30pm  
&  
Friday:  
8:15am to 1:15pm

***This is an in-office  
position.***

**Salary:**  
Start Rate - **\$24.13 to  
\$26.16 per hour\***

\*While Alderville First  
Nation Salary Grid will  
apply – **start rate will be  
commensurate with  
experience.**

#### **Benefits:**

-  Paid Vacation!
-  Paid time off over  
Holiday Shutdown!
-  14 Statutory  
Holidays!
-  Paid Sick Leave!
-  Group Health &  
Dental Benefits  
including Long-term  
Disability (LTD) and  
Employee Family  
Assistance Program  
(EFAP)!
-  Pension Plan with  
Employer Match!

#### **JOB SUMMARY:**

The Housing Coordinator is responsible for supporting the development, implementation and coordination of the Alderville First Nation Housing Program, structure, policies & procedures and standards.

#### **KEY JOB FUNCTIONS:**

- Supports the Housing Manager in the coordination of construction of new homes and rental properties.
- 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; communicates tracks and closes work orders.

#### **RESPONSIBILITIES:**

##### **Liaison:**

- Stays up to date on government programs, funding and grants and other initiatives relating to Indigenous 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; Organizes and schedules meetings with Housing Advisory Committee to review applications, proposals and any other items requiring review.
- Reviews tenant applications and scoring per the housing policy and presents recommendations to the housing committee.
- Attends Emergency Preparedness meetings and plays an active role in the Emergency Preparedness Plan.
- Meets regularly with the Housing Manager to share program information and administrative activities.

##### **Policy and Program Development:**

- Monitors and maintains the Waste Management Program with Northumberland County including communication with Community Members to ensure a smooth transition.
- Provides information on the need for new and/or revised policies and procedures to ensure that Housing program is operating effectively and efficiently.
- Participates in training sessions relating to housing administration development.

##### **Administration:**

- Manages mortgages including collection process.
- Tracks rental arrears by working with Finance.
- 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.
- Provides information to coordinate and assist community members with questions, tenant applications, repair requests and other related paperwork as requested.
- Maintains and oversees all records including payment, receipts, wait list, repairs, maintenance, etc.
- Coordinates requests for housing maintenance and repairs for all housing rental assets.

**MINIMUM QUALIFICATIONS:**

- Post-secondary degree or diploma in an area related to Business Administration, Construction or Design Technology or equivalent experience.

*Considered an asset:*

- Knowledge of housing construction and maintenance.
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics.
- Knowledge of legislation governing First Nations.

*Minimum Requirements:*

- Willing to flex hours of work as required and be available for “on-call” work as it relates to after hours emergency calls.
- Valid driver’s license and \$1M liability insurance.
- CPIC acceptable to position upon conditional offer.

**PREFERRED EXPERIENCE:**

- Initiative and ability to work independently to meet deadlines
- Good interpersonal skills to deal with First Nation residents.
- Experience and/or training in Privacy Legislation.
- Excellent oral and written communication skills, interpersonal skills.
- High level of active listening skills and excellent public relations skills.
- Strong computer skills (MS Office: Word, Excel, PowerPoint, Publisher, Outlook & Access) including proficiency in database management.

**\*\* For full job description, contact Human Resources\*\***

**DEADLINE TO APPLY: *Thursday, October 17<sup>th</sup>, 2024.***

**HOW TO APPLY:** Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

**HOW TO CONTACT:** Human Resources Recruitment  
Phone: 905-352-2011 ext. 217  
Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

**Note:** Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as “Aboriginal” as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

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

