



# Child & Family Wellbeing Housing Navigator

## Reporting to Child & Family Wellbeing Manager

### Child & Family Wellbeing Department/Health & Social Services

**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 - **\$32.07 to  
\$34.77 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 Navigator* is responsible for supporting the development, implementation and coordination of the *Alderville First Nation Child & Family Wellbeing Home Support Program*. The Housing Navigator will advocate for Community Members receiving support from the Child & Family Wellbeing department to secure safe and affordable housing both on and off reserve.

**KEY JOB FUNCTIONS:**

- Supports the Child & Family Wellbeing Manager in the coordination of construction of new tiny homes and rental properties that are inclusive of transitional support homes.
- Monitors and assesses the *Child & Family Wellbeing Home Support 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 out work orders.
- Assists Members with finding alternative funding in collaboration with government agencies (i.e., CMHC, ISC) for home repairs and maintenance.

**Duties & 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 be beneficial to the Child & Family Wellbeing program.
- Responsible for scheduling meeting time with AFN Child Wellbeing Working Group to review applications, proposals and any other items requiring review.
- Reviews tenant applications and scoring per the Child & Family Wellbeing housing policy and presents recommendations to the AFN Child Wellbeing Working Group.
- Attends Emergency Preparedness meetings and plays an active role in the Emergency Prepared Plan.
- Meets regularly with the Child & Family Wellbeing Manager to share program information and administrative activities.
- Works closely with AFN Housing Coordinator to assist families accessing housing programs and services.

**Policy and Program Development:**

- Provides information on the need for new and/or revised policies and procedures to ensure that the Child & Family Wellbeing program is operating effectively and efficiently.

**Administration:**

- Tracks rental arrears by working with Finance.
- Submits administrative paperwork including invoices and maintenance logs when necessary.
- Provides information to coordinate and assist Community Members with questions, tenant applications, repair requests and other related paperwork as requested.
- Coordinates requests for housing maintenance and repairs.

**MINIMUM QUALIFICATIONS:**

- Post-secondary degree or diploma in an area related to Social or Human Services, Business Administration, *or equivalent related combination of education and experience.*

*Considered an asset:*

- Experience working with ISC, CMHC, and other related Provincial and Federal Agencies.
- Knowledge of housing construction and maintenance.
- Knowledge and awareness of Indigenous culture, traditions, teachings, community dynamics with an understanding of the impacts of trauma.
- Experience and/or training in Privacy Legislation.

*Minimum Requirements:*

- CPR and First Aid, and AED; ongoing renewal as required to maintain current certification.
- Criminal Reference check and Vulnerable Sector Search are required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.
- Ability to work flexible hours, including evenings and/or weekends.

**PREFERRED EXPERIENCE:**

- Exceptional integrity and professionalism including maintaining confidentiality.
- Experience in program delivery and administration with strong analytical skills, including the ability to organize, prioritize and manage workload and work independently with minimal supervision.
- 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).
- Work experience with a First Nation or Indigenous Organization.
- Knowledge of the history and dynamics of the Alderville First Nation community.

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

**DEADLINE TO APPLY: *Tuesday, January 7<sup>th</sup>, 2025.***

**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.*