



Tseshahst First Nation Employment Opportunity Housing Program Administrator Permanent Full-time

Posting Opening Date: December 6, 2017

Closing Date: December 20, 2017

The Tseshahst First Nation Administration Office is now accepting applications for the position of Housing Program Administrator.

Job Responsibilities:

As the community contact for Housing, this position administers the Housing Program and coordinates a comprehensive range of housing services, including the handling of social housing, independent rental housing and mortgage tenancy arrangements. This position is the liaison for CMHC housing programs and administers the Residential Rehabilitation Assistant Program (RRAP) and other housing plans and initiatives that qualify for CMHC & INAC funding.

This role requires a detail oriented administrator who is able to work one on one with community members to review housing applications and tenancy situations; assist with financing and rental arrangements; address property management issues; prepare work orders and coordinate repair estimates. The ideal candidate will demonstrate a solid understanding related to administering First Nation Housing projects, budgets and tenancy arrangements.

Education, Skills & Experiences Needed:

- Grade 12 equivalency, with post-secondary training relevant to Social Development or to Housing and Property Administration; or equivalent experience.
- Familiar with Tseshahst cultural and spiritual beliefs and the living environments of Tseshahst Membership.
- A minimum of 3 years of work experience at an Administrator/Coordinator level with administering social programs, with experiences specific to CMHC housing a definite asset.
- Must possess a valid Driver License and a vehicle.
- Business-related office skills, including computer skills are essential for maintaining budgets, client files, payment plans and housing subsidies.

How To Apply: If you believe you have the skills and ability and would like to apply for the above position, please apply before or on the above noted CLOSING DATE by mail/email to the attention of Molly Clappis, Office Manager TFN Administration Office, 5091 Tsuma-as Drive, Port Alberni, B.C. Canada, V9Y 8X9 Email: officeadministrator@tseshaht.com.

The Tseshahst First Nation is an Equal Opportunity Employer and Encourages/Expects that its Membership and other First Nation Membership Will Apply with Job Qualifications. Where possible, employment opportunities shall be offered to Tseshahst Members, where qualified and eligible.



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