



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

**** EXTERNAL POSTING *** EXTENSION*****

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

Job Responsibilities:

- Administers the Housing Program and coordinates a comprehensive range of housing services
- Handling of social housing, independent rental housing and mortgage tenancy arrangements.
- 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.
- Extreme 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.
- 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 for the above position, submit a cover letter with your resume and 3 current references on or before 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@tseshahst.com.

Posting Opening Date: January 9, 2018

Closing Date: January 23, 2018 12:00 PM

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.