Tseshaht First Nation
Employment Opportunity

HOUSING MANAGER

The Tseshaht First Nation Administration Office is now accepting applications for the position of Housing Manager. This position is a full time at 75 hours bi-weekly (37.5 hours per week).

The TFN Administration Office requires an individual with housing program management experience to provide professional support and leadership for the delivery of community-based housing services. Flexibility is required for workdays and hours of work.

RESPONSIBILITIES

This position is responsible to manage a comprehensive range of housing programs involving varying degrees of complexity and multi-problem situational needs for case management. As the Program Manager for delivery of housing programs this position supervises staff involved in residential rehabilitation, maintenance and repairs, rental agreements, and property management. This position works with members residing both on and off reserve, building relationships with community, and families. This position maintains and builds relationships with NTC, CMHC, and other First Nations or government authorities involved in the housing field and works with these organizations to ensure support services effectively attend to needs.

The Program Manager ensures housing management is delivered in accordance with all pertinent legislation, acts and policies. As a professional, community-based resource, this position is fundamental to the achievement of objectives for membership housing.

- Administers the Housing Program and coordinates a comprehensive range of housing services including preparation of short and long-term strategic housing investment plans.
- Monitors the administration and development of, and compliance to TFN housing policy, BC building code and health and safety standards.
- Handling of social housing, independent rental housing and mortgage tenancy arrangements including maintaining all records including payments, housing files, waitlist, repairs, maintenance, renovations, etc.
- Liaison for CMHC housing programs and administers the Residential Rehabilitation Assistant Program (RRAP) and other housing plans and initiatives that qualify for CMHC and ISC funding.
- Prepares budgets and financial forecasts for community housing needs. Assists with financing and rental arrangements; address property management issues; prepare work orders and coordinate repair estimates.
- Apply for and manage renovation, new construction, governance, and capacity funds, including: planning, writing proposals/ applications, implementation, monitoring, and reporting requirements.
- Acts as a resource to the TFN Housing committee.

Hiring organization

Tseshaht First Nation

Employment Type

Full time

Job Location

5091 Tsuma-as Dr.,
Port Alberni, BC, Canada V9Y 8X9

Working Hours

75 hours bi-weekly

Wage Range

$55,000-62,000
Depending on experience

Date posted

May 25, 2022

Valid through

June 15, 2022

5091 Tsuma-as Drive, Port Alberni, BC V9Y 8X9
Tel: 250.724.1225 Fax: 250.724.4385
www.tseshaht.com

QUALIFICATIONS

- Extremely detail-oriented administrator who is able to work one on one with community members to review housing applications and tenancy situations.
- A solid understanding related to administering First Nation Housing projects, budgets, tenancy arrangements, and reporting deadlines.
- Demonstrates excellent public relations, oral and written communication, and has strong interpersonal and leadership skills.
- Grade 12 equivalency, plus post-secondary training relevant to Social Development or to Housing and Property Administration; or equivalent experience.
- Combined education and experience will be considered to meet requirements.
- Familiar with Tseshaht cultural and spiritual beliefs and the living environments of Tseshaht 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's Licence 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

Submit a cover letter, resume and three (3) current references to:

Tseshaht First Nation, Attention: Victoria White, Executive Director
by mail: 5091 Tsuma-as Drive, Port Alberni BC, V9Y 8X9; or
by email: vshrimpton@tseshaht.com

CLOSING DATE: June 15, 2022