



POSITION	Housing Coordinator
WAGE/SALARY	\$30.00 to \$32.00 hourly depending on experience and education
STATUS/CONTRACT	Full time or part time on temporary term (approximately 4-month contract)
SUPERVISOR	Principal Administrative Officer
LOCATION	Atlin BC
Opening Date -Closing Date	June 15, 2023 - Until filled

POSITION SUMMARY

The Housing Coordinator is responsible for supporting and engaging members to ensure their housing needs are addressed when they need assistance. In addition, this position assists in applying the housing policy to ensure rent is collected, services are provided, and files are kept up to date. Finally, this role creates and maintains records to facilitate repairs or improvements.

DUTIES AND RESPONSIBILITIES

- Development, implementation, and management of a records management system, ensuring departmental housing and CMHC file maintenance
- Requests Move in / out reports be completed by the Principal Officer; files signed reports, distributes copies to appropriate parties,
- Collects home maintenance requests from tenants, enters maintenance requests into a spreadsheet and updates the status of maintenance requests with the Principal Officer monthly.
- Assists to plan and implement new housing and rental construction, including coordination of applications, permits and other related documentation.
- Receives phone calls from tenants requesting additional water/septic and solid waste services, files all required documentation related to this work, and contacts O&M field staff to fulfil the request.
- Upon receipt of rental agreements, will make appropriate copies, develop files required, and distribute to appropriate parties.
- Administers reallocation applications to ensure citizens are supported when moves are required
- Prepares with the Finance department tenant rent statements to be mailed out monthly.
- Prepares letters for arrears and eviction notices for approval
- Informs the Principal Officer of any emergencies or priority situations.
- Accepts rental payments, issues receipts, and forward to Finance
- Assists with the management of TRTFN’s housing policy
- Regularly visit rental homes for repairs, improvements, issues, or construction.
- Assist Members with housing applications
- Receive and distribute housing and by-law correspondence
- Complete housing annual inspections
- Participate in housing committee meetings including preparing the agenda and recording minutes
- Prepare communication with community members through memos, letters, etc.
- Ensure reporting requirements are met, and regular updates are provided to the CDC, Principal Officer, members, or regulatory or governmental agencies as required.
- Identifies various funding sources for housing projects in the community
- Prepares funding proposals and submit for approval to the Principal Officer for review
- Organize and maintain department and tenant files
- Ensure confidentiality and privacy of information
- Coordinates requests for housing maintenance and repairs with the O&M Public Works team
- Tracks and reconciles approved budgets; provides updates to the manager
- Maintains all records including payment, receipts, wait list, repairs, maintenance, etc.

EDUCATION, SKILLS AND EXPERIENCE

- Minimum two (2) years of experience in housing management in a First Nations environment
- Experience working with ISC, CMHC, and other related Provincial and Federal Agencies considered an asset.
- Experience working with First Nations, preferably with responsibilities in a housing management role.
- Experience in proposal writing, contract management and financial management.
- The capability to foster and maintain strong relationships and presence with the community members
- Strong time management skills, attention to detail, and accuracy
- Able to work independently with minimal supervision.
- Excellent interpersonal and communication skills
- Intermediate proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook)
- Knowledge of ISC and CMHC Housing Programs.
- A comprehensive and progressive understanding of First Nation Community needs, culture, language and customs, including demonstrating and modeling cultural awareness and sensitivity.
- Ability to work flexible hours
- Able to communicate effectively with community members and listen to their concerns

CONDITIONS OF EMPLOYMENT

- Criminal Record Check
- Class 5 Driver License
- References

APPLICATION PROCESS

To submit a resume or obtain further information contact: Email: careers@gov.trtfn.com titled:

Housing Coordinator

- No phone calls will be entertained
- We thank all those who apply but only those who are being considered will be contacted
- Preference given to Taku River Tlingit First Nation Citizens
- We are only able to accept applications from permanent Canadian residents