



<u>POSITION:</u>	Housing Coordinator
<u>WORK HOURS:</u>	Monday to Friday, 8:30am to 4:30pm, 35 hours per week
<u>REPORTS TO:</u>	Administrator

JOB SUMMARY

Sek'wel'was is in search of a highly skilled and organized individual to be the Housing Coordinator. The Housing Coordinator is responsible for the efficient management of all assigned housing programs and services for the Cayoose Creek Band (CCB).

DUTIES AND RESPONSIBILITIES

- Builds and maintains positive working relationships with all tenants and ensures consistent and regular communication;
- Acts as main point of contact for all Housing inquiries;
- Manages rent collection, processing rent invoices, receiving and processing payments.
- Ensures payments are made on time according to tenant agreements;
- Administers all housing inspections on a regular basis and acts as needed;
- Develops and maintains the annual housing budget;
- Administers the housing application process in accordance with CCB's Policy;
- Completes all financial and program reporting for funders and stakeholders including ISC and Canada Mortgage and Housing Corporation (CMHC);
- Ensures tenants are abiding by tenant agreements;
- Maintains all tenant and property files and files both electronically and hard copy;
- Creates and drafts correspondence to tenants;
- Keeping up with government changes and updates with available subsidies or any funding opportunities;
- Other related duties as assigned.

KEY SKILLS AND ABILITIES

- Knowledge of applicable laws, regulations, and governing bodies as they relate to housing management in a First Nation Community (National and BC Building Code, CMHC, ISC, etc.);
- Home maintenance and home repair knowledge;
- Understanding of home construction and renovations;
- Strong interpersonal skills and ability to build and maintain strong relationships;

- Excellent communication skills with ability to work with people from various backgrounds;
- Ability to maintain confidentiality;
- Ability to interpret and implement policy;
- Strong project coordination skills;
- Conflict resolution skills;
- Strong time management and planning skills with ability to prioritize;
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework;
- Comprehensive computer skills including Microsoft Office;

Qualifications

- 2 years' experience working in a similar role with experience in housing/building management administration;
- Diploma or post-secondary training in a relevant field;
- Valid B.C. Class 5 Driver's License
- Experience working in and with a First Nation community is an asset

Salary Range: \$25.00 to \$36.00 Per Hour

Term: Indefinite (upon completion of probation)

Scope: Full Time, 35 Hour Per Week

NOTES:

- All applicants must submit their resume, cover letter, and three references.
- The successful applicant must submit both a Criminal Record Check and Vulnerable Sector Check prior to commencing.
- Cayoose Creek is an equal opportunity employer and encourages applications from all qualified individuals. Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous, Metis or Inuit heritage. Candidates of Indigenous-identity are encouraged to self-identify on their application or within their cover letter.

Forward your Resume and Cover Letter to:

Attention: Rhonda Leech, Administrator

Email: administrator@cayoosecreek.ca

Fax: (250) 256-4138

Application Deadline: Until filled