



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### Housing Manager

<b>Program/Dept:</b>	Housing
<b>Reports To:</b>	Manager of Operations
<b>Type of Employment:</b>	Full-time permanent
<b>Hours of Work:</b>	37.5 hours per week
<b>Wage:</b>	\$33.30 - \$41.40 per hour (Level 6)

#### **JOB PURPOSE**

The Housing Manager is responsible for maintenance and the administration of the On-Reserve Housing program for the Chippewas of Nawash Unceded First Nation. The Housing Manager is to ensure the program and department runs effectively and efficiently in accordance with Chippewas of Nawash Unceded First Nation approved policies, procedures, standards and plans.

#### **KEY DUTIES AND ACCOUNTABILITIES**

##### Policy Development and Implementation

- Maintains the Housing Policy and any related policies and procedures as directed by Manager of Operations.
- Monitors the administration of, and compliance to, the Housing Policy, National Building Code of Canada, and Safety Standards and Procedures.

##### Sourcing and Management of Funding

- Tracks and reconciles approved budgets.
- Reports to Housing, Lands and Membership Committee and respective funders with financial reporting.
- Manage and report on the financial aspects of project management.
- Identifies various funding sources for housing projects in the community and prepares applications for those identified sources.

##### Housing Program Administration

- Plan and implement new housing and rental construction, including coordination of applications, permits and other related documentation.
- Manage and oversee the development and maintaining of an inventory of all on-reserve housing assets.
- Administers Chippewas of Nawash Unceded First Nation owned housing mortgages.
- Provide information to, coordinate and assist community members with questions, tenant applications, repair requests and other related paperwork as requested.
- Maintain and oversee all records including payment, receipts, wait list, repairs, maintenance, etc.
- Coordinates requests for housing maintenance and repairs for all housing rental assets.
- Keep current on all related Housing and Rental standards and regulation and assists administration in accordance with policy, funding agencies and related regulations and housing building standards.

##### Housing Committee Administration

- Work with Councillor Liaison to Housing in coordination of committee meetings, reports, meeting minutes and recommendation reports to Chief and Council.

## Supervision

- Ensuring current job descriptions are in place.
- Participating in the hiring process which includes screening and interviewing.
- Providing orientation and onboarding of new staff members.
- Providing training and other opportunities for staff development.
- Providing a probationary review and annual Performance Evaluations for all staff.
- Providing mediation between employees.
- Maintaining records of staff and ensuring all employment related forms are completed.

## Ensuring a Safe and Healthy Work Environment

- Ensuring staff have updated Health and Safety training such as CPR, First Aid, WHMIS, confined space, asbestos training
- Provide Health and Safety information to staff.
- Ensuring monthly building inspections and annual inspections for all housing rental assets are conducted in accordance with Chippewas of Nawash Unceded First Nation Housing Policy.

## Other Duties

- Perform other duties as assigned that are reasonably related to the role.
- During periods of emergency in the community, performing duties in accordance with the Community Emergency Response Plan.

## **REQUIREMENTS:**

### **Education and Experience:**

- Post- Secondary certificate in Business Administration, Property Management or related field.
- Two (2) years' experience in a related role.
- Two (2) years of supervisory experience.
- Experience working with or for a First Nation or Indigenous organization and an understanding of the structure, culture and traditions of communities
- Experience working with ISC, CMHC or other related Provincial or Federal Agencies would be considered an asset.

### **Designations, Licences & Requirements:**

- Valid Ontario "G" class licence
- Acceptable recent Criminal Record and Vulnerable Sector Check
- Training and Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety Overview
- Assets: Certified Professional in Project Management, licensed trade, etc.

### **Knowledge, Skills & Abilities:**

- Knowledge of Indigenous Services Canada (ISC) and Canada Mortgage and Housing Corporation (CMHC) Housing Programs.
- A comprehensive and progressive understanding of First Nations community needs, culture, language and customs, including demonstrating and modeling cultural awareness and sensitivity.
- Demonstrated Project Management experience including budgeting and planning.
- Working knowledge of Federal/Provincial legislation and regulations that include but not limited to the National Building Code, Canada Labour Code & Health & Safety regulations, Canadian Human Rights Code, Landlord and Tenant Act.
- Exceptional integrity and professionalism including maintaining confidentiality.
- Ability to organize, prioritize and manage workload and work independently with minimal supervision.

- Strong team player with excellent team building skills.
- High proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook) and Adobe Acrobat.
- Ability to work flexible hours.

### **PROBLEM SOLVING & COMMUNICATION**

- Strong analytical and decision-making skills, including the ability to organize, prioritize and manage workload and work independently with minimal supervision.
- Effective written and verbal communication skills to effectively deal with staff, membership and service providers and for writing correspondence, reports, policies, procedures and presenting to various audiences

### **DECISION MAKING & IMPACT**

- The ability to lead by personal example, to motivate and develop a capable work force in a fair and effective manner, based on a team approach and consistent with the policies of the First Nation.
- The ability and willingness to make difficult recommendations in a timely manner, demonstrating good judgement, respect for organizational policies and the Chippewas of Nawash Unceded First Nation values.

### **SAFETY RESPONSIBILITIES**

- Ensure reporting employees are aware of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure reporting employees use prescribed personnel protective equipment and/or devices
- Advise reporting employees of potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of reporting employees

### **STAFF REPORTS**

- Reporting to the Housing Manager are the following positions:
  - Financial Administrator
  - Lead Hand
  - Custodian
  - Various contract positions, when required.

### **WORKING CONDITIONS**

1. Physical Demands – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds
2. Environment – Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies)
3. Mental Effort – Some may find meeting deadlines, accuracy of reports and handling difficult persons and or situations stressful.
4. Position Type/Expected Hours of Work – Regular full-time hours of 37.5 hours per week with availability to work outside of regular office hours as needed

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

**I hereby acknowledge and agree to comply with the above description necessary to fill the position.**

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Name**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**