

CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

EMPLOYMENT OPPORTUNITY

Housing Manager



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

Closing Date: Friday, June 9, 2023 4:00pm EST

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. In this very busy role, you would find yourself overseeing the Housing Program, Committee, developing and revising policy, sourcing/managing funding, supervising, human resource related duties. For more information, please see job description.

Qualifications

- 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
- 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
- Knowledge of Indigenous Services Canada (ISC) and Canada Mortgage and Housing Corporation (CMHC) Housing Programs
- Demonstrated Project Management experience including budgeting and planning
- High proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook) and Adobe Acrobat
- Valid Ontario "G" class licence
- Assets: Exp working with ISC, CMHC or other related Provincial or Federal Agencies, Certified Professional in Project Management, licensed trade, etc.

Equivalencies that include a combination of education and experience may be considered.

How to Apply

Submit cover letter and resume addressing qualifications outlined

Drop off or mail to: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigmiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. **Fax:** 519.534.2130 **E-mail:** employment@nawash.ca For more information or to obtain a copy of the job

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description, please visit our website <https://www.nawash.ca/employment-opportunities/> or by call the Band Office at 519.534.1689

- **All applications are appreciated, however, only those selected to interview will be contacted. We strive to provide current CNUFN Employees and Band Members with correspondence in regards to the status of their application/candidacy**
- **Preference will be given to Band Members and those of Aboriginal decent who identify at time of application**
- **While COVID-19 vaccinations are not currently mandatory, they are encouraged for the safety of all employees, clients and community as a whole; a policy is in place, and accommodations are provided for those unvaccinated**
- **Due to the nature of positions, a recent acceptable Criminal Record and or Vulnerable Sector Check may be requested and paid by the Employer**