



Nigigoonsiminikaaning First Nation Requires a Housing Coordinator

External Posting

Position Summary:

Reporting to the Capital Assets Coordinator, the Housing Coordinator is responsible for the overall administration, management and delivery of the community housing projects and to ensure the delivery of the Canada Mortgage and Housing Corporation programs at the community level. Must abide by both the Nigigoonsiminikaaning First Nation Personnel and Social Media Policy. The role involves:

- Maintain contact with Health Canada on health issues (housing) and with Pwi-di- goo-zing Ne-yaa-zhing Advisory Services
- Receives applications for housing; classifies application to appropriate rental program i.e. Section 9, 10, verifies income; and recommends the acceptance or rejection of applicant to the Housing Authority
- Completes all legal documentation relating to tenancy, rentals in accordance with the housing policy
- Issues eviction notices to tenants in accordance with housing policy and procedures
- Communicates program information with prospective clients and/or tenants, listens and responds to client and tenant concerns, explains the Housing Policies and Procedures
- Conducts detailed interviews with applicants, informs prospective tenants of the Housing Authorities decisions on their application; communicates the Housing Authorities decision to evict a tenant
- Reviews and signs tenancy agreements, calculates rent for housing tenants monthly, prepares and submits monthly summaries and transaction information. Liaises with the Finance Department to ensure information is properly recorded and deposits reconciled with Tenant information
- Communicate home maintenance tips to community through community notices

Qualifications:

- Extensive knowledge of community resources and social agency services
- Strong customer service skills & ability to work with people in a team environment
- Demonstrated ability to work under pressure and work independently with minimal direction
- Ability to problem solve and is a self-starter
- Ability to anticipate potential problems and recommend or take appropriate actions to resolve
- Strong organizational, communication, and interpersonal skills
- Completion of criminal background check required
- Completion of drug testing satisfactory to FN required
- Knowledge of Nigigoonsiminikaaning First Nation, its culture, traditions, and lifestyle
- Good written & oral communication skills, problem solving & decision-making skills
- Must have a valid class G Driver's License and access to a vehicle

Deadline: July 30, 2021 2:00pm (CST)

Application:

Interested candidates are invited to submit a cover letter, resume, and three professional references.

Nigigoonsiminikaaning First Nation
Attn: Jason Kabel – General Manager
RE: Housing Coordinator
P.O. Box 68 Fort Frances, Ontario P9A 3M5
Email: jasonkabel@nigig.ca (807) 481-2536 x-220

Nigigoonsiminikaaning First Nation is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we only contact those persons selected for an interview. Miigwech, thank you!