



Housing Coordinator

Job Description

PURPOSE:

The Housing Coordinator is a full-time position that is responsible for the day-to-day operation of the on-reserve housing department. The objective of the Housing Coordinator is to ensure that the housing department provides quality, safe and affordable housing for members of Mitaanjigamiing First Nation. The Housing Coordinator will work with the Housing Committee to establish and apply housing policies, prepare budgets, manage tenant relations and recommend major housing repairs and new housing construction.

ACCOUNTABILITY:

The Housing Coordinator will report directly to the First Nation Manager and will liaise with the Housing Committee, current tenants, housing applicants, other departments within Mitaanjigamiing and external parties including contractors, Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services, Indigenous Services Canada and Canada Mortgage and Housing Corporation.

DUTIES AND RESPONSIBILITIES:

Administration

- Organizes and maintains housing files including those for tenants, applicants and maintenance.
- Prepares housing department reports, as required.
- Prepare tenders for housing repairs and renovations as required and ensure competitive bidding format for all contracts;
- Prepare tender documents for housing repairs and renovations for contract work and notify contractors;
- Supervise and monitor contracts in progress to ensure all contracts are performed on time and that the workmanship is acceptable;
- Schedule housing inspections, as required;
- Prepare regular progress reports and monitor financial expenditures in accordance with the project work plans;
- Provides information and responds to inquiries regarding the housing department.
- Provides information on housing policies and the housing department.
- Attend meetings and establishes networks.
- Monitors the quality of work on housing maintenance and repairs.

Financial

- Contributes to budget development.
- Reviews financial statements as they relate to the housing budget.
- Plans and manages physical and financial resources to achieve the housing department's objectives.
- Prepares purchase and work orders within financial parameters.

Tenants

- Provides assistance to members in filling out housing-related applications
- Provides tenants and homeowners with information on a variety of health, safety, maintenance, repair and preventative issues.
- Provides clarification to tenants on the housing policy.
- Provides guidance and advice on tenancy issues.

Rental Units

- Maintains a database on all units.
- Ensures all units meet adequate health and safety standards.
- Prepares preventative maintenance schedules.
- Ensures annual inspections for all rental units are completed to ensure adequate maintenance and to identify future maintenance requirements.
- Ensures that any general maintenance and repairs are done with rental units.

Housing Committee

- Coordinate and facilitate Housing Committee meetings.
- Ensure that Housing Committee Members are informed of standing and potential issues.
- Provide recommendations to the Housing Committee on housing requirements, policies, procedures, tenant issues, etc.

Other

- Perform other duties or responsibilities as directed.

QUALIFICATIONS AND SKILLS:

- Ontario Secondary School Diploma, or equivalent and two (2) years supervisory experience within a carpentry/construction environment.
- Must be familiar with office equipment, computer technologies, and various software programs.
- Knowledge of the structure and operations of the Mitaanjigamiing First Nation.
- Knowledge of relevant legislation.
- Experience managing programs and budgets.
- Excellent organizational skills.
- Excellent verbal and written communication skills and able to present facts effectively.
- Excellent interpersonal and leadership skills.
- Fluency in Ojibway would be an asset.

TERMS AND CONDITIONS:

- Must provide a criminal reference check that is satisfactory to the Mitaanjigamiing First Nation.
- Must have a valid Driver’s License and access to a vehicle.
- Must sign an Oath of Confidentiality, Declaration of Understanding, Conflict of Interest, and Code of Conduct.