



## Job Posting – Housing Manager

Tl'azt'en Nation is seeking a Housing Manager. Reporting to the Executive Director, the Housing Manager is responsible for the development, operation and administration of the Tl'azt'en housing program and performs all duties and responsibilities in accordance with the policies, plans, standards and procedures.

**Type of position:** Permanent

### Duties and Responsibilities

#### Policy Development and Implementation

- Maintain the Housing Policy and any related policies and procedures.
- Monitor the administration of, and compliance with, the Housing Policy, National Building Code of Canada, and Safety Standards and Procedures.

#### Financial Management

- Develop, track and reconcile Housing budgets.
- Identify various funding sources for housing projects in the community and develop applications.
- Develop Housing and Renovation Program capital submissions and annual budgets with the Housing Committee for Council's approval.

#### Housing Program Administration

- Oversee the management, development and maintenance of an on-reserve housing assets inventory.
- Manage and maintain all housing records including payment, receipts, wait list, repairs, maintenance, etc.
- Plan and oversee the project management of new housing construction and renovation projects, including coordination of applications, cost estimates, permits, reporting and other related documentation.
- Provide information to and assist community members with questions, tenant applications, repair requests and other related paperwork as required.
- Coordinate requests for housing maintenance and repairs.
- Ensure all mortgage and rental agreement are properly documented and records kept..
- Develop and present reports to funders and Council in accordance with set reporting requirements.

#### Community Relations

- Liaise with the Band Membership regarding all aspects of housing and renovation programs.

## **Policy, Procedure, Legislation and Regulations**

- Keep current on all related Housing and Rental standards and regulations and administer programs in accordance with policy, funding agencies and related regulations and housing building standards including CIRNAC and CMHC requirements related to the Social Housing Program.

## **Human Resource Management**

- Supervise, mentor and provide direction, guidance, instructions and correction for staff.
- Manage the performance of staff and identify skills and training needs.
- Coordinate and oversee external service providers.

## **Skills and Qualifications**

### **Experience, Education and Other Requirements**

- High school degree or equivalent, and related Post-Secondary Certificate(s) or Diploma (Administration, Property Management, Building/Property Maintenance) preferred.
- A minimum of 3 years of related experience in social housing, asset or building management programs preferably in a First Nations environment.
- Experience working with ISC, CMHC, and other related Provincial and Federal Agencies considered an asset.
- Proven results managing allocation, maintenance and repair of social housing inventory.
- Direct experience working with tenants in a respectful manner, preferably in a First Nations environment and in housing.
- Experience in proposal writing, contract management and financial management.

### **Knowledge, Skills and Abilities**

- Excellent understanding of social housing management, rules and regulations particularly in a First Nations environment.
- Demonstrated knowledge of points systems in social housing environment is preferred.
- Strong client relationship skills including exceptional integrity, professionalism and confidentiality.
- Strong analytical and decision-making skills, including the ability to organize, prioritize and manage workload and work independently with minimal supervision.
- A comprehensive and progressive understanding of First Nations community needs, culture, language and customs, including demonstrating and modeling cultural awareness.
- Strong team player with excellent team building skills.
- Effective written and oral communications skills to effectively deal with staff, membership and service providers.
- High proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook).
- Ability to work flexible hours.

## Application Process

A cover letter and resume outlining how you meet these qualifications is requested,  
[Executive.director@tlazten.bc.ca](mailto:Executive.director@tlazten.bc.ca)

**Applications are assessed as they are received therefore early application is recommended.**

**Closing Date:** Until filled

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.