



Housing Manager

Employment Status: Permanent Full Time

Location: Tl'etinqox Community, In-Person

Hours per week: 35-40 hours per week

Compensation: \$35-\$40 per hour

JOB SUMMARY:

Working under the direction of the Director of Band Services, the Housing Manager is responsible for providing the administration of Housing programs of the Tl'etinqox Government. This position will ensure that housing projects and renovations follow the established guidelines and standards of the Tl'etinqox Government and in accordance with Tl'etinqox Government Housing policy and procedures, as well as applicable Federal and Provincial legislation and regulations.

ESSENTIAL FUNCTIONS:

1. Managing the Tl'etinqox Government Housing Program, including:
 - Assisting Tl'etinqox members in accessing safe and affordable housing opportunities.
 - Monitoring housing rents and arrears.
 - Managing mortgages.
 - Prepare applications for various housing programs including the development of proposals and tenders.
 - Providing timely information and support to the Tl'etinqox Government Housing Committee/Authority
 - Providing regular updates and recommendations to the Director of Band Services and to the Housing Committee.
2. Developing and maintaining accurate and well-organized records.
3. Working with the Operations & Maintenance Manager for planning and implementing preventative scheduled and emergency maintenance and repairs of housing stock and other assets.
4. Negotiating and monitoring contracts and service agreements.
5. Developing and implementing new policies, and enforcing existing policies and laws,
6. Financial management includes: synthesizing appropriate data to make informed decisions in preparing budgets and financial forecasts for the needs of the community, and authorizing and monitoring revenues and expenditures within approved budgets.
7. Applying for government and other funding and maintaining funding agreements.
8. Managing contractors and staff, including training, supervision and evaluation.
9. Managing effective and accessible communications, including:
 - Reporting to the community and funders.
 - Addressing questions and complaints in a sensitive, timely and effective manner; and
 - Facilitating community meetings or consultation processes, where required.

10. Ensure all work and activities within the department are conducted in a safe and presentable manner.
11. Prepares project schedules, cost analysis, permits, and bids.
12. Coordinates, manages, and oversees all housing activities to ensure that houses are maintained, rents are collected, files are kept up to date, tenants are adhering to policy as set out in housing policy and tenant agreements.
13. Works with tenants to ensure that housing inventory is kept to a good standard.
14. Performing other duties, as required.

SUPERVISORY RESPONSIBILITIES:

- Manages housing team including authority related to staffing actions.
- Manages housing contractors.

QUALIFICATIONS:

- Post-secondary education/training in Property Management, Construction, or Building Related Field or equivalent OR three (3) years' direct experience in a residential/commercial building environment and demonstrated competence. May consider a combination of relevant education and experience.
- Minimum of two (2) years of experience in Managerial/Supervisory role (preferably administering First Nations housing), construction, managing budgets and supervising staff.
- Familiarity with ISC and CMHC housing programming and understanding financial issues.
- Intermediate knowledge of MS Office Programs and the Internet.
- Ability to develop databases.
- Valid BC Driver's License, Class 5.
- Must be willing to participate in job-related workshops, training, seminars, and conferences to upgrade skills and training as required.
- Previous experience working within a First Nation community or organization is preferred.
- 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.
- Must successfully pass a Criminal Record Check.

Pursuant to Section (41) of the BC Human Rights Code, preference may be given to applicants of a Canadian Indigenous heritage. Candidates of Indigenous identity are encouraged to self-identify on their application or within their cover letter.

If this role interests you, please send your Resume and Cover Letter to Bipin Dhakal at: bdhakal@tletincox.ca. You can also send an email request for detail job description of this position at: bdhakal@tletincox.ca.

We appreciate everyone's interest in the role, however only shortlisted applicants will be contacted.