

# Housing Manager

**Employer:** Thessalon First Nation

**Posted:** 11 months ago

**ES Job ID:** 4049

**Sector(s):** Social Services

**Closing Date:** May 26, 2023

**Location:** Thessalon

**Duration:** Full Time

## Job Description:

### POSITION SUMMARY:

The Housing Manager's role is to oversee the development and administration of the On-Reserve Housing Management Program for Thessalon First Nation, as well as planning and supervising construction and renovation projects. Reporting to the Band Manager, the Housing Manager performs all duties and responsibilities in accordance with Thessalon First Nation-approved policies, plans, standards, and procedures.

### MAJOR RESPONSIBILITIES/DUTIES:

- Policy Development and Implementation - Housing Policy, monitor the administration of and compliance to National Building Code of Canada, and Safety Standards and procedures.
- Sourcing and Management of Funding - administer all housing programs including renovations, new construction, RRAP, etc.
- Identify various funding sources for housing projects and application/proposal development.
- Project Management - plan all construction operations and schedule intermediate phases to ensure deadlines are met.
- Housing Program Administration - plan and implement new housing and rental construction including coordination of applications, permits and other related documentations.
- Maintain all records including payment, receipts, wait list, repairs, maintenance, etc. for band rental units.
- Housing Committee Administration - support and assist the TFN Housing Committee.

## Required Skills:

### QUALIFICATIONS/SKILLS:

- Highschool Diploma or equivalent, and related Post Secondary Certificate or Diploma (Administration, Property Management, Building/Property Maintenance) preferred;
- Minimum 2 years of directly related experience;
- Experience working with Indigenous Services Canada, CMHC and other related agencies is considered an asset;
- Experience in proposal writing, contract management, and financial management.
- Comprehensive and progressive understanding of First Nation community needs, culture, language and customs, including demonstrating and modelling cultural awareness and sensitivity;
- Strong analytical and decision-making skills, including the ability to organize, prioritize, and manage workload and work independently with minimal supervision;
- Strong team player;
- Effective written and oral communication skills;
- High proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook) and Adobe Acrobat;
- Ability to work flexible hours;



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- Knowledge of First Nation decision-making processes;
- A valid Ontario Driver's Licence and access to a reliable vehicle.

**How to Apply:**

Deadline Date: Friday May 26, 2023 @ noon

Interested Applicants are invited to submit their resume and cover letter to:

Mary Jane Wardell, Band Manager, Thessalon First Nation

In Person: 40 Sugarbush Road, Thessalon, ON

By Fax: 705-842-2332

By Email: [mjwardell.tfn@vianet.ca](mailto:mjwardell.tfn@vianet.ca)

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