

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418

## *INTERNAL EMPLOYMENT OPPORTUNITY*

### *Housing Manager*

#### *Permanent*

#### **Position Summary:**

The Housing Manager shall assist the Director of Housing and Infrastructure in the role of planning, organizing, controlling, and evaluation of Serpent River First Nation housing program. Under the direction of the Housing and Infrastructure Director the Housing Manager shall assist in the day-to-day operations of the program to achieve goals within available resources. The housing program is composed of the following services: repairs and maintenance to Serpent River First Nation rental units, administration of home improvement and home renovation programs, annual inspection of rental housing units, rent and loan collection, construction of new housing units, and public relations all in conjunction with the Director of Housing and Infrastructure.

#### **Position Duties**

- Ensure that a data base of occupancy within Serpent River First Nation owned houses is maintained.
- Work with the Director of Housing and Infrastructure to implement housing initiatives and to monitor their progress.
- Assist the Director of Housing and Infrastructure in the development of applications and grants for housing initiatives.
- Assists the Director of Housing and Infrastructure in the tracking of information and completion of reporting for funders.
- Oversee day-to-day housing related contracts being carried out for Serpent River First Nation.
- Oversee and ensure inspections and the completion of work orders to maintain housing owned by Serpent River First Nation.
- Monitor the work order process and ensure they are scheduled and completed.
- Direct the EA in the management of the Housing Waitlist.

- Coordinate prompt and professional follow up action in response to community complaints or problems in coordination with the technicians and tenant liaisons.
- Alert the Director of Housing and Infrastructure of sensitive or complex problems in a timely fashion so that appropriate action can be taken.
- Monitor collection and ensure that rents and loans are collected in a timely manner in accordance with the housing policy.
- Work with the Finance department to maintain rent payments and arrears are kept up to date.
- Ensure that all records and housing files including an up-to-date list of members' applications for housing assistance.
- Forecast supply needs and negotiate with vendors to purchase supplies at discount prices.
- Oversee the development and review of operation and maintenance standards and policies.
- Assist the Director of Housing and Infrastructure to educate and inform community members of issues relating to housing.
- Ensure that the housing program staff maintain their required training certification.
- Attend and participate in regular team meetings.
- Assist in the updating of the annual housing work plan with housing staff in line with organizational goals and objectives.
- In consultation with the Director, assist in the preparation of an annual housing budget
- Manage and control expenditures of the housing budget by reviewing monthly and quarterly financial statements and adjust as required.
- Prepare quarterly and annual activity and statistical reports as requested.
- Periodically evaluate each of the housing services' effectiveness.
- Implement the housing policy manual and established administrative procedures.
- Monitor the effectiveness of housing policies and recommend amendments or additions to the Director as required.
- Schedule and delegate assignments and provide a range of supervisory activities for the housing staff.
- Participate in community development meetings and training sessions

*Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.*

*Preference will be given to Indigenous applicants.*

*\*Detailed Job Description is available upon request*

- Participates in various associations and organizations to learn new practices and trends, to remain informed of current affairs and issues affecting the housing program and to enhance personal growth.

## Qualifications

- Post Secondary education in Business/Commerce
- Construction, building code knowledge an asset
- Minimum of two (2) years direct housing experience, particularly in a First Nation
- Experience with reporting to funders is required.
- Experience in managing housing initiatives and the development of proposals to meet the needs of community.
- Proficient in Microsoft Office 365 including Word, Excel, PowerPoint, internet and email CPR and First Aid Certification.
- Ability to work as a team in a fast-paced environment
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract.
- Knowledge of Ojibway culture
- Knowledge of the 7 grandfather teachings

Interested applicants **MUST** submit a cover letter, resume, and three references from a direct supervisor/manager

Attn: Human Resources  
195 Village Road, Cutler Ontario, P0P 1B0  
Email: [hr.jobs@serpentrivern.com](mailto:hr.jobs@serpentrivern.com)  
By: December 11, 2024 at 4:00 pm

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