

APPLICATION DEADLINE: APRIL 30, 2021 @ 3:00PM



EMPLOYMENT OPPORTUNITY

HOUSING MANAGER

Department: Housing Department

Employment Status: Regular Full-Time

Classification Level: M'Chigeeng First Nation Salary Grid – Department Managers

M'Chigeeng First Nation is seeking an individual with a First Nation Housing Certification, with knowledge of Federal Labour standards, the Canadian Human Rights Act and the Occupational Health and Safety section of the Canada Labour Code.

If you have the experience and Good analytical, problem solving, and conflict resolution and excellent communication skills, then you may be a great fit for this position.

Reporting Relationship

The Housing Manager reports directly to the Enaagdenjged. Maintains cooperative communication with Band Council via the Enaagdenjged. Internal working relationships are maintained with all other departments through attendance and participation in bi-weekly meetings and other meetings as required for keeping abreast of evolving issues.

Position Summary: The Housing Manager performs a variety of roles to support the M'Chigeeng First Nation (MFN) Housing Department to ensure that housing projects, maintenance, and renovations are coordinated, assigned, and implemented within the established guidelines and standards of the MFN and meet the requirements of the MFN.

Qualifications and Requirements

Preferred

- First Nation Housing Certificate or equivalent combination of post-secondary education and experience.
- Three (3) years' First Nation Housing experience.
- Experience and certification in Project Management / Property Management are highly desirable.
- Excellent verbal, written and interpersonal communication skills.
- Possess a valid Ontario driver's license.
- Good analytical, problem solving, and conflict resolution skills.
- Advanced Computer skills: Microsoft Word, Excel, PowerPoint, Publisher, Access, Outlook, Internet, Adobe Acrobat Pro

Minimum

- Knowledge of federal labour standards, the Canadian Human Rights Act and the Occupational Health and Safety section of the Canada Labour Code.
- Minimum three (3) years of supervisory experience and supervisory training.
- Understand the CMHC program, as well as Construction experience.
- Excellent public relations, oral and written; Interpersonal and leadership skills.
- Demonstrated ability to work in a team environment with minimal supervision.
- Ability to exercise discretion in handling confidential subject matter.
- Willingness to learn new skills and upgrade qualifications.
- Ability to work in various weather conditions (conduct field assessments)

The successful candidate will be contacted and required to submit a current thirty (30) day CRC; and an offer of employment is contingent upon the receipt of a satisfactory CRC record.

Criminal Reference Check (CRC) Rationale: M'Chigeeng First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and must be an Original.

Interested applicants must submit COVER LETTER, RESUME, THREE (3) CURRENT WRITTEN REFERENCES (2 Work-Related references from a direct supervisor/manager and 1-character reference) and education certifications addressed to:

Housing Manager

c/o Art Jacko, Enaagdenjged

M'Chigeeng FN, P.O. Box 333

M'CHIGEENG, ON P0P 1G0 (Fax 705-377-4980)

Only Applicants selected for an interview, will be contacted.

For Job description, please contact Marlene Debassige at 705-377-5362 ext. 203 or email marlened@mchigeeng.ca