



# Wahnapiatae First Nation

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**POSITION:** Housing Coordinator

**TERM:** Permanent, Full-Time (35 hrs per week)

**REPORTS TO:** Facilities & Infrastructure Director

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## **PURPOSE OF POSITION**

The Housing Coordinator will provide, assist, develop, monitor and administer all Housing programs for Wahnapiatae First Nation. The Housing Coordinator will promote awareness of all available housing options, plans and designs and applicable policies and guidelines to Wahnapiatae First Nation citizens.

## **SCOPE**

The Housing Coordinator administers: CMHC section 95 rental programs, Housing Allocation and Loan fund, and provides technical expertise to the Director of Facilities & Infrastructure. The Housing Coordinator is responsible for ensuring the maintenance and upkeep of all WFN rental and rent to own housing properties within the community. The Housing Coordinator is also responsible for meeting the reasonable needs of tenants and ensuring that tenants comply with WFN housing policies and procedures. The work of the Housing Coordinator directly impacts on the quality of life for tenants in WFN.

## **SPECIFIC RESPONSIBILITIES:**

### **Administration**

- Organizes and maintains housing files including those for tenants, applicants and maintenance.
- Prepares housing department reports, as required.
- Schedule annual rental and rent-own-housing inspections and keep an up-to-date database of these inspections
- Prepare regular progress reports and monitor financial expenditures in accordance with the project work plans;
- Provides information and responds to inquiries regarding the housing department.
- Provides information on housing policies and the housing department.
- Attend meetings and establishes networks.
- Monitors the quality of work on housing maintenance and repairs.

## **Supervision**

- Supervise maintenance staff to ensure that housing work orders are completed in a timely manner and on budget

## **Financial**

- Plans and manages physical and financial resources to achieve the housing department's objectives.
- Prepares purchase and work orders within financial parameters.

## **Tenants**

- Provides assistance to members in filling out housing-related applications
- Provides tenants and homeowners with information on a variety of health, safety, maintenance, repair and preventative issues.
- Provides clarification to tenants on the housing policy.
- Provides guidance and advice on tenancy issues.

## **Rental Units**

- Maintains a database on all units.
- Ensures all units meet adequate health and safety standards.
- Prepares preventative maintenance schedules.
- Ensures annual inspections for all rental units are completed to ensure adequate maintenance and to identify future maintenance requirements.
- Ensures that any general maintenance and repairs are done with rental units.

## **Housing Committee**

- Coordinate and facilitate Housing Committee meetings.
- Ensure that Housing Committee Members are informed of standing and potential issues.
- Provide recommendations to the Housing Committee on housing requirements, policies, procedures, tenant issues, etc.
- Other related duties as required.

## **Knowledge, Skills and Personal Attributes**

The incumbent must have proficient knowledge in the following areas:

- property management including maintenance management
- an understanding of relevant legislation, policies and procedures
- an understanding of the northern cultural and political environment
- an understanding of the roles and responsibilities of Chief and Council

## **Skills**

The incumbent must demonstrate the following skills:

- team leadership and management skills
- financial management skills
- supervisory and human resource management skills
- contract management skills
- strategic planning skills

- analytical and problem-solving skills
- decision making skills
- negotiations skills
- computer skills including the ability to operate spreadsheets and word processing programs at a highly proficient level
- effective written communications skills including the ability to prepare reports, policies and motions
- effective verbal and listening communications skills
- effective public relations and public speaking skills
- research and program development skills
- stress management skills
- time management skills

### **Working Conditions**

Typical office environment, minimal travel required and flexible hours of work required.

### **Physical Demands**

The Housing Coordinator will have to spend time using office equipment and computers, and will be exposed to outdoor elements. The Housing Coordinator may also have to do some light to medium lifting of supplies and materials from time to time.

### **Environmental Conditions**

The Housing Coordinator may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents, clients and contractors. The Housing Coordinator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **How to Apply:**

Please forward your cover letter, resume, and three (3) work references by email to [recruitment@wahnapietfn.com](mailto:recruitment@wahnapietfn.com)

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those interviewed will be contacted.