



shishálh
NATION

Employment Opportunity – Full Time JP 2022-02 Housing Clerk

The Position:

The Housing Department is committed to assisting shishalh Nation Community Members to obtain and maintain affordable, quality homes on Nation Lands. As well, create a self-sustaining, independent, and accessible housing program to the community. The purpose of this position is to interact with shishalh Nation tenants for rental and mortgage information and records as well as to provide opportunities and services to tenants as appropriate.

The Candidate:

- Coordinate the day-to-day tenant relations and associated activities for the Sechelt Band housing units and ensure they are aligned with the Sechelt values
- Assist with rent collection duties when requested by the Housing Director
- Keep proper records of each tenant and provide information to the Sechelt Housing Department weekly
- When requested, act as a liaison between the tenants, external stakeholders (i.e. banks), or other community resources
- Respond to all Sechelt social housing clients and prospective applicants by referring them to the appropriate Sechelt department and/or authority
- Assist with unit inspections semi-annually, during probationary periods, and at move-in and move-out
- Provide notices to the tenants of defaults, inspection schedules, new policies, home maintenance tips and other information
- Be available to respond to emergencies regarding Tenants
- Respond to Tenant complaints or concerns when requested by the Housing Director
- Perform other tasks within the scope of the position

Qualifications, Skills and Abilities:

- First Nation Housing Training Certificate and or an equivalent education and experience
- Prefer experience managing residential properties or equivalent education and experience
- Experience working with Indigenous people, organizations and communities
- Proficient computer skills with MS Office Software including use of word processing, spread sheet and data base management programs
- Must possess a valid class 5 BC Driver's License
- Must possess a reliable, insured vehicle
- Knowledge of Canada Mortgage & Housing (CMHC) and Indigenous Services Canada (ISC) housing programs and the BC Residential Tenancy Act is an asset

If you are interested in the position, please send your resume and cover letter to the Human Resources Department at recruitment@shishalh.com This position will remain open until filled.

Preference will be given to qualified shishálh members, community members, and other First Nation's members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.