**HOUSING INTERN**

**Job Description**

The \_\_\_\_\_\_\_ Nation Housing Intern will support the Housing Manager by providing administrative support including,

* correspondence,
* monitoring e-mail,
* collecting and filing project data,
* compiling and analyzing evaluative data,
* creating tools for policy enforcement and tools for management, ie
* permits,
* MOUs,
* agreements,
* requests for bids for tender,
* work plans,
* flyers, notices,
* reports,
* maintenance resources .

We anticipate that this training will provide excellent basic knowledge for the intern to work efficiently in the Housing department of any First Nation in BC. The training program will allow the intern to establish a solid understanding of the structure of a First Nation Housing department, the processes required for working with a Chief and Council, meeting the requirements of various funding bodies and working within the protocols of AANDC and CMHC. This will also give him/her a good working knowledge of standard practices in building, inspections and renovations, monitoring budgets and processes for acquiring quotes, writing contracts and hiring contractors.

PRIMARY DUTIES

\_\_\_\_\_\_\_\_\_\_\_\_Housing Intern will work within a functioning filing system to align with CMHC standards and will assist the Housing manager in all aspects of the day to day management of the housing program. Intern will be responsible for all filing during the term of his/her employment

Under the supervision and support of the Band Administrator and Housing Manager, intern will learn how to:

* Supervise and monitor renovations and new construction
* Engage in land use planning, identify needs and help develop work plan for new projects.
* Create requests for bids, receive quotes, review applications, resumes and investigate references.
* Write contracts
* Create MOUs
* Schedule repairs, coordinate contractors, schedule inspections
* Create annual maintenance plan for each house
* Inspect houses
* Identify health and safety concerns and structural issues
* Inspect appliances- inspect and record serial numbers
* Inspect and assess woodstove, chimney, furnace, water heater
* Assess for Mold
* Assess ventilation
* Assess exteriors- foundation, roof, septic
* Inspect yards- refuse, junk cars, rodents
* Participate in Community Awareness Program-Plan, coordinate and co-facilitate workshops , community meetings, represent housing at community membership forum
* Research funding, assist housing manager with proposals, acquiring quotes, preparing reports, managing data for evaluations, taking photos, coordinating contractors, arrange inspections and follow-up etc.
* Planning and Reporting as required, writing housing updates and newsletter articles
* Monitoring budgets, coordinating contractors
* Address tenants complaints, dispatch repairs
* Prepare graphics and presentations for Housing department- prepare and distribute flyers, post housing info to social media, sending out housing applications & requests for repairs, addressing questions, distributing print materials, and referring questions to SA and Housing Manager as required

**Orientation Plan**

The intern will spend the first three weeks in the field with the Housing manager becoming familiar with open projects, renovations and new construction, interviewing tenants, renewing tenancy agreements, and meeting with contractors to review budgets, work plans and preparing renovation progress reports for band admin and Chief and Council.

Intern will begin to assist with the Community Education Strategy- co-facilitating housing related workshops. Intern will work as a Research Assistant, collecting data regarding funding, programs, home maintenance, checking contractors’ references, planning and reporting for Chief and Council meetings, band meetings and social media, address tenant’s complaints, arrange and coordinate policy appeal hearings

Details-

The Intern will report directly to the Housing manager. The intern will be supervised by the band Administrator and the Housing manager at all times during the \_\_\_\_\_ hour work week.

Rate of pay is $\_\_\_\_\_\_/hr

Employer will provide computer, phone, desk and shared printer.