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**\_\_\_\_\_\_\_\_\_\_\_\_\_ FIRST NATION HOUSING Manager**

**Job Description**

The \_\_\_\_\_\_\_\_\_\_\_ First Nation Housing Manager will manage all of the day to day business of residential tenancies on reserve including,

* Tenant correspondence, incoming and outgoing
* monitoring the dedicated band housing e-mail,
* collecting and filing housing project data,
* compiling and analyzing evaluative housing data
* working within Housing policies and appeals processes,
* creating tools for effective consistent management of band housing, ie
* permits,
* MOUs,
* agreements,
* requests for bids for tender,
* work plans,
* contracts,
* flyers, notices,
* reports,
* maintenance tools, plans and records .
* preparing and submitting funding applications and proposals, for renovations, new construction, retrofits, mould remediation and other housing related funding as necessary.
* Conduct housing inspections
* Accept housing applications
* Maintain Housing waiting list
* Process applications for housing, interview tenants, process tenancy agreements
* Process requests for Certificates of Possession
* Maintain records of housing assets and corresponding expenditures for service calls, appliance repairs and general annual maintenance costs.

PRIMARY DUTIES

****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Housing manager will work within a functioning filing system to align with CMHC standards and will coordinate with any other department managers eas required to meet the needs of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Nation’s residential tenants.

Under the supervision and support of the Band Administrator and Chief and Council, the Housing Manager will

* Coordinate, supervise contractors and service personnel and monitor renovations and new construction
* Engage in residential land use planning, identify housing needs and help develop work plan for new residential 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 Mould
* Assess ventilation
* Assess exteriors- foundation, roof, septic
* Inspect yards- refuse, junk cars, rodents
* Participate in Community Awareness Program-Plan, coordinate and 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 tenant’s complaints, dispatch repairs
* Prepare graphics and presentations for Housing department- prepare and distribute flyers, post housing info to social media, posters, sending out housing applications & requests for repairs, addressing questions, distributing print materials, and referring questions to Band Manager and Chief and Council as required

Details-

The Housing manager will report directly to 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.

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