

## JOB OPENING

# HOUSING MANAGER



### **Job Summary:**

The Housing Manager contributes to the overall success of the organization by coordinating access to housing assistance, advisory services, identifying housing needs, managing rent and maintenance fees, administering housing renovations, and maintenance, managing the budget and meeting reporting requirements for housing in the community according to the organization's vision, objectives, and strategic direction. The Housing Manager oversees staff and inspects facilities, using excellent communication skills to build productive and effective relationships.

### **Duties and Responsibilities**

#### **Operations:**

1. Develops an operational plan which incorporates goals and objectives for programs and services, including program delivery and evaluation
2. Delivers the provision of housing to community members by establishing and implementing policies and procedures, managing maintenance of the premises through work orders and purchase orders, arranging for renovations and repairs that meet building codes and standards
3. Prepares an annual budget for approval by the Band Administrator and monitors expenditures throughout the year to stay within budget
4. Undertakes annual housing inspections documenting findings and adding new requirements to annual plans and budgets
5. Develops tools and systems to educate tenants, promote reporting of maintenance issues and compliance with policies and sense of responsibility and ownership
6. Oversees the collection of rents and maintenance fees, and develops a collection system for arrears, accounts for and forwards all payments to CMHC, loan applications and renewal documents
7. Meets regularly with government bodies, industry, First Nations organizations, etc. to share information and identify problem areas, and works towards developing solutions to issues
8. Identifies, promotes and coordinates partnership opportunities with Aboriginal and non-Aboriginal communities focusing on housing, public works, maintenance and capital initiatives
9. Conducts needs assessment with the community to identify needs and to provide information to external agencies as well as governing body that feeds the operational plan
10. Consults and liaises with other housing, public works, maintenance and capital experts to share information and to potentially formulate joint special projects which would enhance the delivery of existing programs and services
11. Chairs Housing Committee, sets up meetings and creates the agenda, minutes and other documentation
12. Works closely with Social Development in the administration of rents for tenants on Social Assistance
13. Creates a safe and healthy environment where facilities are well maintained

#### **Human Resources**

#### **and Administration:**

1. Oversees contractors; involved in the recruitment and development of staff
2. Takes responsibility for the orientation, performance review and development of staff
3. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; and administers progressive disciplinary actions as required
4. Ensures employee compliance with Band policies and procedures

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5. Coordinates and leads staff meetings, sets the agenda, provides minutes and clearly communicates Band information to all staff
6. Keeps the Band Administrator informed of sensitive and important issues and events
7. Prepares and submits regular activity reports and statistics to appropriate agencies and the community
8. Ensures there is a system of checks and balances for the maintenance of accurate and confidential files and records; complies with reporting requirements
9. Maintains database to track and follow up on all contracts, projects, and properties
10. Develops a communication strategy for public awareness of programs and events
11. Participates in various community, council and committee meetings
12. Establishes and maintains annual operating budget and works to secure adequate revenue and funding
13. Other duties as assigned or required

**Education:** • Bachelor's Degree in Business Administration or related field

**Skills and Abilities:** • Knowledge of the provision of housing principles, practices, policies and procedures to consult with staff and various other governing bodies and agencies  
• Knowledge of building codes and standards with an ability to read blue prints  
• Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)  
• Ability to work independently and build effective interpersonal relationships  
• Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality  
• Ability to develop reports that identify issues and solutions  
• Ability to plan, estimate, budget and manage finances

**Experience:** • Three years to five years business, property management, or related experience

**Working Conditions:** • Travel will be required  
• Non-standard hours of work  
• Receives minimal supervision with occasional direction and very few checks of the work performed

**Conditions of Employment:** • Must be able to obtain and maintain a Criminal Records Check  
• Must be able to obtain and maintain a valid BC Driver's Licence  
• Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

**Email your Application to:** Human Resources **Email:** [hr@xatsull.com](mailto:hr@xatsull.com)

**Mail your Application to:** Xatsùll First Nation **Fax:** (250) 989-2300  
3405 Mountain House Road,  
Williams Lake, BC V2G 5L5

**Application Deadline:** Open until filled

**Applications will be accepted by email, hand delivery, fax or by mail.**

**NOTE\*\* Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.**

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