



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL/EXTERNAL POSTING

Position Title:	Housing Manager	Posting #:	30-2024
Department:	Community Infrastructure & Safety Services (CISS)	Grade:	8
Location:	Office at 3016 Reserve Rd; Multiple Sites Served	FTE:	1.0
Supervisor:	Director, CISS	BH Rate:	\$37.90-\$43.90
Key Areas:	Budgets/Spending, Safety, Security, Contact, Assets, Reporting, Manage People	BW Salary:	\$2653.00-\$3073.00
Effective Date:	Immediate, full time permanent	First Posted:	2024-07-08
		Closes:	When Filled.

What You'll Do

The Housing Manager's primary role is to directly manage housing operations, programs, and services related to rental and elders housing, including overseeing budgets and staff matters. The Housing Manager is responsible for planning, managing, organizing, directing, controlling, and evaluating:

- Housing operations, programs, and services;
- Budgets and reporting; and
- Distribution of workload and performance management of all staff.

Key goals include managing rental units on reserve and ensuring a well-functioning social housing system that prioritizes safety and quality of life for tenants and community members. The Manager is responsible for security and protection of buildings, equipment, work sites, and personnel. Core duties also include performing technical tasks within housing systems, preparing and auditing records, reports, and policies to meet compliance and reporting needs, and safeguarding organizational documents and records.

Success in this role requires knowledge of reference sources to help address challenges, including contracts, legislation, government contacts, and documented policies. This position also involves managing staff relationships, conducting performance reviews, and making necessary performance adjustments. Other related duties may be assigned as needed.

Who You Are

The Housing Manager is a professional and ethical individual who maintains confidentiality and adheres to policies and procedures. They foster a positive and supportive workplace atmosphere and exercise sound judgment. Strong interpersonal skills are essential for effective communication with various stakeholders. This position is responsible for preparing reports for senior management and occasional reports to Council.

Valued Qualifications

Experience:

- Seven years of progressive budget and report management experience.
- Three years in a related field, including at least one year supervising teams and support staff.
- Experience with proposal preparation, project and program management, and budget implementation.
- Some experience working with other service providers.
- Experience with privacy protected information, filing systems and record keeping

Knowledge:

- Professional individual with a minimum of a Grade 12 diploma and a college certificate or diploma in a related field.
- Some familiarity with regulations governing work.



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Skills:

- Strong written and verbal communication skills, and documentation skills
- Strong interpersonal skills and ability to interact professionally with all levels of the organization and public.
- Leadership and team building skills.
- Proficient computer skills such as MS Office Suite and/or Google™ Workspace products.

Abilities:

- Strong listening skills with the ability to ask questions and solve problems.
- Ability to maintain good working relationships in the community and with outside parties.
- Ability to prioritize, organize and manage multiple projects, while adhering to budgets and timelines.

Other (required):

- Willingness and ability to work on call and on weekends as necessary
- Compliance with BC Immunization program, and TB Screening
- Satisfactory completion of a police information check.
- Ability to provide own transportation to work.
- Valid Class 5 BC Driver's License and Drivers Abstract.

Work Setting

Core hours are Monday to Friday, 8:30 a.m. to 4:30 p.m., excluding holidays. Most work is done in both an office and field setting. You will interact with various levels of the organization, government, and the public as directed by the Director. Safety protocols and required PPE must be followed. Attendance at evening meetings and public presentations is necessary. You will drive a company fleet vehicle and may encounter challenging situations that can be stressful. This position is overtime exempt.

Benefits and Lifestyle

Join the FNFN team and enjoy a competitive hourly wage and a standard 35-hour work week. We offer a comprehensive benefits package (health/dental, insurances, weekly indemnities), a pension plan, and four weeks of vacation to help you recharge. The rate offered will reflect your certifications, experience, knowledge, skills, and other valuable attributes.

Discover the unique lifestyle that Fort Nelson offers – a beautiful and affordable place to call home! Enjoy year-round indoor and outdoor recreational activities, from hiking and fishing to winter sports, along with a variety of cultural experiences. Surrounded by the magnificent Northern Rockies, you'll have more time to enjoy life's simple pleasures.

Ready to Apply? Here's How:

Closes: When filled. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. * Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.