



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated, and dynamic individuals to fill the following position.

Position Title: Housing Manager
Department: Housing Department
Supervisor: Chief Administrative Officer (CAO)
Terms: Full-Time
Job Reference #: 2019-014 – Extension on deadline

PURPOSE OF POSITION:

The Housing Manager is responsible for the overall management, administration, leadership, supervision and operation of the TteS Housing Department to ensure a high standard of living in the community.

DUTIES AND RESPONSIBILITIES:

Develops and directs the planning and delivery of TteS on-reserve Residential Housing, including developing and implementing short-term and long-term strategic plans, programs and budgets to ensure the efficient management of the Housing program (95%).

- Oversees the day to day operations of the Housing Department.
- Participates in creating short and long-term strategic plans for the Housing Department, with a focus on defining and prioritizing short-term projects and planning the departmental transition to a Housing Authority.
- Prepares and administers all Housing program budgets, estimates incoming revenues, monitors expenditures throughout the year to stay within budget and reports potential over expenditures to supervisor.
- Develops, oversees and directs on-reserve housing programs.
- Directs and oversees housing management projects, including selecting potential developers, coordinating site preparation, ensuring project completion, acquiring grants, completing reporting requirements and negotiating development agreements.
- Develops tools and systems for tenants to promote reporting of maintenance issues, ensure compliance with policies and encourage a sense of responsibility and ownership.
- Identifies, promotes and coordinates partnership opportunities with other communities and organizations focusing on housing initiatives.
- Completes reports and makes presentations regarding housing issues and strategies to Chief and Council, committees and task groups.
- Regularly reviews and monitors legislation and proposed legislation affecting housing and housing related issues.
- Maintains current knowledge of housing policies and procedures from ISC, CMHC, Health Canada and other residential related agencies.
- Coordinates activities related to recruiting, selecting, hiring and evaluating of the Housing Department staff.
- Develops and maintains a database to track and follow up on all residential contracts, projects, insurance claims and properties.
- Oversees the preparation of Ministerial Loan Guarantee applications for housing and ensures complete packages are submitted in a timely manner.

- Ensures that all notices to tenants are accurate under the terms of the TteS Housing Policy.
- Complies and presents relevant Briefing Notes, Band Council Resolutions and other relevant housing documentation required by ISC or CMHC for Chief and Council approval.
- Receives and responds to emergency housing situations and acts accordingly.
- Performs all duties and responsibilities in accordance with the TteS policies, standards and procedures.
- Maintains confidentiality on all matters relating to the affairs of the TteS.
- Performs all other duties and responsibilities as necessary in the performance of the position as assigned by the CAO.
- As a member of the Management team, participates in management and administrative meetings as required to contribute to the overall sound management practices of TteS.
- Lead in the development and implementation of housing policies, procedures and administration activities.
- Monitor, evaluate and advise on applicable on-reserve policy and legislation and recommend relevant changes to existing TteS policies and procedures to the CAO.
- Works collaboratively with other TteS departments to achieve efficient operations of the housing department and ensure strategic housing plans are aligned and implemented accordingly.

All other related duties as required (5%)

QUALIFICATIONS, KNOWLEDGE & OTHER SKILLS:

Education & Experience

- Bachelor's Degree in Business Administration or a degree in related field with a First Nation Housing Manager Certificate.
- Minimum 3-5 years' experience in business administration and property/project management.
- Minimum 3-5 years' experience in supervising and managing staff, as well as developing and managing budgets.
- Demonstrated experience working cooperatively in a First Nations work environment.
- Formal education or experience in carpentry or construction trades would be an asset.

Knowledge & Competencies

- Must have demonstrated knowledge of the home inspection process and able to ensure all aspects of construction follow plans, specifications and are in accordance with BC Provincial Building Codes and/or Federal Building Codes.
- Strong knowledge of requirements of CMHC and ISC housing institutions and funding programs.
- Be able to deliver on commitments to internal and external customers and demonstrate sense of urgency and follow-through.
- Makes an effort to improve performance or operational activities by trying new things, finding new ways of doing things and looking for improvement.
- Observe, identify and organize information to detect underlying issues and ascertain solutions and make recommendations.

Skills and Abilities

- Demonstrated ability to coordinate and manage concurrent activities and allocate resources appropriately.
- Strong organizing, planning and coordinating skills.
- Demonstrated ability building and maintaining cooperative and productive relationships.
- Able to effectively liaison with internal and external stakeholders.
- Strong ability to develop, monitor, report and implement program budgets.

Conditions of Employment

- Must be able to pass a Criminal Record Check.
- Must have a valid Class 5 BC Driver's License and clean driver's abstract.
- Must have reliable and insured transportation.

Working Conditions

- Travel may be required.
- In and out of the office.

Hours of Work: Normal Day shifts – 7 hours. Non-normal shifts will be required from time to time

Pay Grade: As per current TteS salary grid

Tk'emlúps te Secwépemc thanks all applicants for their interest in our current opportunities. However, only those selected for an interview will be contacted.

Deadline is April 15, 2019 to be received by 4:00 PM

Please submit the **TteS Job Application Form** alongside your Cover Letter, Resume, and References online at <https://tkemlups.ca/how-to-apply/job-application-form/>

Or by email at resume@kib.ca, Or by fax, at (250) 828-9847

Or in person, at our Human Resources Office at #200-330 Chief Alex Thomas Way

Office Hours are Monday to Friday, 8:00 AM to 4:00 PM

Closed for Lunch from, 12:00 PM to 1:00 PM

Any late submissions or submissions without the **TteS Job Application Form** will **NOT** be considered.