



## **Quatsino Band Council**

**305 Quattishe Rd.  
Coal Harbour, B.C.**

**V0N 1K0  
ca@quatsinofn.ca**

**Phone: (250) 949-6245  
Fax: (250) 949-6249**

### **Quatsino First Nation Position Profile *Housing Coordinator***

The Quatsino First Nation is seeking a part-time housing coordinator 20 hours a week to manage the day-day operations of the housing department. We are looking for someone who is well organized and a great multi-tasker. The ideal candidate will work well independently or as part of a team. The ideal candidate will also have strong computer skills and the ability to interpret and enforce policy.

#### **Position Summary**

Reporting to the Quatsino Band Manager, the Housing Coordinator carries out the day-to-day operations required to implement and administer the Quatsino First Nation Housing Program. Supports the Housing Committee. Coordinates renovations and repairs and conducts regular inspections of housing units.

#### **Primary Responsibilities and Accountabilities**

##### *Housing Program*

- Builds and maintains positive working relationships with all tenants and ensures consistent and regular communication.
- Acts as main point of contact for all inquiries related to residential properties.
- Manages rent collection, including processing rent invoices, receiving and processing payments. Ensures payments are made on time according to tenant agreements; takes appropriate actions to collect outstanding payments, monitoring rental arrears.
- Administers all housing inspections on a regular basis and takes action as needed.
- Develops and maintains the annual housing budget.
- Administers the housing application process in accordance with Quatsino First Nation's housing policy.
- Completes all financial and program reporting related to residential property management both internally for the Administration, and external funders and stakeholders including ISC and Canada Mortgage and Housing Corporation (CMHC).

- Administers the Barkley Energy Program.
- Ensures tenants are abiding by tenant agreements and all applicable by-laws and legislation including noise and nuisance by-laws; take appropriate actions when complaints are submitted.
- Maintains all tenant and property files, ensuring all information is up to date.

#### *Housing Committee*

- Coordinates Housing Committee meetings and provides support to the committee including setting agendas and preparing meeting minutes.
- Works with the committee to develop and maintain effective housing policies.

#### *Repairs and Renovations*

- Works with Maintenance Department to schedule repairs and/or coordinate outsourced services as required, acting as the liaison until services and/or repairs are complete.
- Applies for funding from CMHC and/or ISC for repairs and renovations.

#### *New Housing Construction*

- Prepares and submits applications for funding.
- Provides project coordination for new housing projects to ensure completion within budget and on time.

#### *Other related duties as assigned*

### Qualifications

#### *Training, Education and Experience*

- Certificate program in construction management, property management or related field.
- 2 years' experience working in a similar role including
  - Experience conducting building/housing inspections
  - Experience developing and managing policy
- Experience working with contractors for new builds, renovations and repairs.
- Experience applying for external funding.
- Valid B.C. Class 5 Driver's License.

#### *Knowledge, Skills and Abilities*

- Knowledge of applicable laws, regulations, and governing bodies as they relate to housing management in an Indigenous Community (e.g., Residential Tenancy Act, CMHC, ISC, etc.).
- Home maintenance and home repair knowledge.
- Understanding of home construction and renovations.
- Strong interpersonal skills and ability to build and maintain strong relationships.

- Excellent communication skills with ability to work with people from various backgrounds.
- Ability to maintain confidentiality.
- Ability to interpret and enforce policy.
- Strong project coordination skills.
- Conflict resolution skills.
- Well organized with ability to prioritize.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Intermediate computer skills including Microsoft Office
- Knowledge of infrastructure and public works programs
- Respect for Quatsino First Nations culture and protocols

Please email your resume and cover letter, criminal record check, to [ea@quatsinofn.ca](mailto:ea@quatsinofn.ca) until the position is filled

Only those who are short listed will be contacted for an interview, salary to commensurate with qualifications and experience.

Quatsino First Nation

Attn: Helen Charlie, Interim Band Manager

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