

JOB OPPORTUNITY



Sagkeeng Anicinabe

Housing Director

Reporting to the Chief Administration Officer, the Housing Director is responsible for the management of the Housing Department including developing the housing plans, housing policy, and managing the housing department for the Sagkeeng First Nation Fort Alexander Community.

DUTIES:

- Develop the housing plan and housing policy for the Community,
- Prepare short and long-term housing maintenance plans as well as capital acquisition and replacement plans,
- Oversee all renovations to make sure the community's housing is up to code,
- Ensures that all housing issues are effectively managed in a timely manner,
- Ensure the health and safety of residents through annual housing inspections,
- Responsible for overseeing and approving all purchases for the housing department,
- Prepares applications for various housing programs including developing proposals and tenders and technical reports,
- Prepare and ensure compliance with budgets.
- Prepares and submit interim and final reports as required,
- Develops and submits applications for various grants or initiatives that may be available,
- Organizes and runs the Community's Housing Department including hiring, leading, supervising, developing and scheduling of Housing employees and contractors,
- Develops proposals and requests for bids,
- Organizes and participates in community meetings as required,
- Meets and works with individual tenants regarding housing issues,
- Maintains accurate and detailed records including the housing inventory,
- Maintain strict confidentiality when dealing with personal information of tenants and employees.
- Member of the senior management team,
- Other duties as may be assigned.

QUALIFICATIONS:

- Completion of Grade 12 or equivalent,
- Diploma, certificate or post-secondary training, in construction, trades or any combination thereof,
- Proven experience with budgets,
- Experience writing successful grant proposals, various reports, documents and policies including those required to meet CMHC standards and requirements, and the National Building Code of Canada.
- Experience with project management in construction, repair and renovation,
- Ability to relate to people from a wide range of backgrounds,
- Several years' experience leading a team of professionals,
- Excellent written and oral communication skills including report writing,
- Excellent organisational skills and the ability to manage a wide and varied caseload,
- Attention to detail,
- Ability to work with minimum supervision,
- Proficient with computers including experience with MS Word, Outlook, and Excel,
- Capable of working both on own initiative and as part of a team,
- Demonstrated ability to work under pressure and handle multiple tasks,
- Strong interpersonal skills and a demonstrated ability to deal with sensitive situation with tact and diplomacy.
- Preference will be given to persons of aboriginal ancestry with priority given to Sagkeeng Band Members.



APPLICATION DEADLINE:

**September 14,
2020**

Interested applicants must submit:

- a cover letter / resume,
- Criminal records check,
- Photocopy of driver's license
- Current Driver's Abstract

Attention to:

Wendy Chevrefils

Sagkeeng Employment & Training
Services

Box 8, Fort Alexander, MB
R0E 0P0

Resumes can be mailed to the
above address, emailed to

jobs@sagkeeng.ca

or dropped off at the
Sagkeeng Employment & Training
Office

Arena Multiplex

**LATE SUBMISSIONS WILL
NOT BE ACCEPTED UNDER
ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY
THOSE SELECTED FOR AN
INTERVIEW WILL BE CONTACTED