



Housing Manager

Term Full-time, July 2022 to July 2023

Capital Department

Salary Range: \$84,575.40 - \$101,483.20

Qualifications:

Successful completion of grade 12; Certificate, diploma or degree in administration, financial management or building construction or equivalent combination of experience and education; several years experience in financial and personnel management; understanding of the principles of property management; experience in understanding, developing and implementing legislation and policy related to property management; awareness of the broad range of housing issues faced by a Self-Governing Yukon First Nation; knowledge of LS/CFN's history, culture, language, demographics, goals and aspirations; strong written and oral communication skills; knowledge of computer software including Microsoft Word, Excel; Class 5 Driver's License.

Main Duties:

Supervised by and reporting to the Capital Director, the Housing Manager works with considerable independence to lead the LSCFN Housing Program. This work includes:

- Acting as the main contact for Citizen housing matters – applications, agreements, rental and rent-to-own arrangements
- Provides ongoing support to the LSCFN Housing Committee
- Implements the LSCFN Housing Policy, including necessary review and updating
- Maintains a housing inventory, including required maintenance and renovations schedule
- Consults, informs, educates and is the main liaison with LSCFN tenants on responsible and accountable tenancy through the delivery of workshops, personal discussion and family sessions
- Manages rental agreements, collection of rent, and necessary consequences of noncompliance such as evictions
- Works with the Yukon Residential Tenancy Office, as needed, to resolve tenancy issues

LSCFN recruitment policy will apply.

If you are interested, please submit your expression of interest along with your resume by 4:30pm, July 15, 2022 to:

Doris Johnson, Human Resource Officer

Little Salmon Carmacks First Nation

PO Box 135, Carmacks Y.T. Y0B 1C0

Phone: (867)863-5576 ext 280 Fax: (867)863-5710

Email: resume@lscfn.ca

If you require a job description, please feel free to contact us.