

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Housing Administrative Officer

PURPOSE OF THE POSITION

Matawa First Nations Management Technical Services Team is looking for a highly organized, dynamic individual with a strong attention to detail and excellent communication and time management skills for the following contracted and term position of Housing Administrative Officer.

Through the CMHC Housing Internship Initiative for First Nations and Inuit Youth (HIIFNIY) program we are hiring a Housing Administrative Officer (HAO). The HIIFNIY program is a youth employment initiative providing work experience and on-the-job training for First Nations and Inuit Youth. This program is designed to assist youth in pursuing long-term employment in the housing sector.

SCOPE

The HAO will be supporting the 9 Matawa Communities in developing their housing databases. The officer will ensure that all operations are conducted in a respectful and responsible way. This role will involve strong computer and administrative skills and will require frequent communication with the communities and possible travel as well. The ideal candidate is highly organized, has an interest in working with remote/road accessible First Nation communities and strong computer skills.

RESPONSIBILITIES

The HAO will be responsible for the following:

- Assisting communities in collecting and organizing housing documentation;
- Developing a housing database for each community;
- Creating processes for the collection and documentation of future housing information;
- Providing status updates on community progress;
- Identifying and addressing community needs around the collection of housing information;
- Tracking activities, emails, faxes, correspondence;
- Visiting communities and assisting with the collection of housing data;
- Developing reports from notes and pictures taken by field staff;
- Use of office equipment (computer, fax, phone, etc.);
- Perform other duties as required.

QUALIFICATIONS AND ELIGIBILITY CRITERIA

Qualifications

- Grade 12 Diploma;
- Proficient computer skills in Microsoft Office Programs (Outlook, Word, Excel, PowerPoint);
- Valid Ontario driver's license (at a minimum a G2 License or arranging for G2);
- Knowledge of Matawa region and the member First Nation Communities is an asset.

Eligibility Criteria

- Aboriginal youth.
- Between the ages of 15 and 30.
- Must not be otherwise employed throughout the internship.
- Not receiving Employment Insurance benefits or agree to discontinue the benefits before the start of the internship.

WORKING CONDITIONS

Physical Demands

The Housing Administrative Officer may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Housing Administrative Officer may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Housing Administrative Officer may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Housing Administrative Officer may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The office environment may be noisy and busy making it difficult for the Housing Administrative Officer to concentrate.

Mental Demands

The Housing Administrative Officer will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.