

Job Description

Title:	Assistant Housing Coordinator	Date: Previous:	July 13, 2023 None
Department:	Infrastructure & Development - Housing	Reports to:	Infrastructure and Development Manager
Status:	Full – Time, 32 hours per week, Monday to Thursday & Call-Outs	Direct Reports:	None

Purpose

The Assistant Housing Coordinator is responsible for assisting the Housing Coordinator in coordinating the Klahoose First Nation rental houses & housing maintenance, and provides assistance to homes owned by members.

Responsibilities

Inspections and Maintenance

- Assist the Housing Coordinator in inspecting rental homes at least twice per year to determine priority for maintenance and repairs, submitting reports for review, assisting with planning necessary work to be completed, communicating with members, and prepare completion reports.
- Assist the Housing Coordinator in meeting with tenants on an as-needed basis to discuss any home/rent related issues, documenting communication, and submitting reports to Housing Coordinator & Infrastructure & Development Manager for review, creating action plans, and documenting follow up procedures.
- Work with the Housing Coordinator & Infrastructure & Development Manager to identify emergent and as-needed maintenance and renovation work on all homes, submit reports for review, and assist with planning necessary work to be completed, communicate with members, and prepare completion reports for any work undertaken.
- Coordinate work orders with the Maintenance staff for minor Housing related repairs/upkeep, oversee the quality of the work completed by Maintenance staff for these repairs/upkeep, document any deficiencies/difficulties, report to Infrastructure & Development Manager, and keep clear/concise records of work completed.
- Under the direction of the Infrastructure & Development Manager, complete home repairs and renovations as required.
- Cover the Housing Coordinators roles and responsibilities during absences.
- Create professional relations with Elders, to collaborate and to ensure their homes are cleaned and in good repair.

Administration

- Assist the Housing Coordinator and Infrastructure & Development Manager to create/administer tenant agreements and housing related policies.
- Identify funding opportunities for repairs and renovations to homes, and together with the Housing Coordinator and Infrastructure & Development Manager, apply for identified funding opportunities.
- Together with the Infrastructure & Development Manager & Housing Coordinator, works to build the Asset Management Program & Software.
- Prepare housing section of the community newsletter, as required.
- Respond to after-hours calls, texts, and/or emails from members relating to necessary emergent issues relating to housing, communicate with the Housing Coordinator and Infrastructure & Development Manager, and assist in prioritizing events, and creating plans to address and attend to emergent housing needs.

Tenant Relations

- Meet with tenants to discuss their roles in maintaining their homes in good repair.
- Assist the Housing Coordinator in creating and executing educational opportunities to enhance tenant abilities to maintain their home. Assist in creating reports and submitting to Infrastructure & Development Manager for review.
- With the Housing Coordinator and Infrastructure & Development Manager, create cleanliness standards (including debris removal) with tenants, implement planned standards, assess progress, and complete required reporting for review.
- With the Housing Coordinator, write Collection Letters for rents in arrears, submit to Infrastructure & Development Manager for review, and follow up with members.

Emergency Management

- If requested, take an active part in the Emergency Planning Committee, including all meetings, training, call-outs, etc.

Competencies and Skills

Education and Work Experience:

- Post-secondary education or formal training in administration, home inspection, house maintenance, or home building and renovations, etc.
- At least two years' previous administration experience, along with effective member service experience.

Assistant Housing Coordinator
June, 2023

Knowledge, Skills and Abilities:

- General home inspection experience to identify maintenance issues.
- General home renovation and building experience.
- Working knowledge of First Nations structure, and of funding opportunities for First Nations housing.
- Clear and concise communication style both verbally and in writing.
- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Intermediate skills using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, Word, PowerPoint), SharePoint, related databases and the Internet.
- Must possess valid BC Class 5 Drivers License, and be able to obtain a satisfactory Criminal Records check.
- Preferential hiring will be given to First Nations candidates, followed by Indigenous individuals, followed by experience working with First Nations, cultural understanding is imperative.