

JOB POSTING



ROLE TITLE: Housing Manager
DEPARTMENT: Administration
REPORTING TO: Ditidaht First Nation Administrator
LOCATION: Ditidaht First Nation Office

JOB SUMMARY

Reporting to the DFN Administrator, the DFN Housing Manager is responsible for the overall management of the Housing Department and operations. The Manager coordinates activities and interests that relate, in any way, to Ditidaht housing and ensures that all matters are dealt with in a timely and technically competent manner. The Housing Manager implements the policies and procedures that govern the Housing Department in a fair and equal manner and provides quality services and housing for the Ditidaht First Nation reserves. As a member of the Ditidaht Management team, the Housing Manager provides both tactical and quasi-legal technical support in strategic planning, policy development, and treaty-related interests and assists in the implementation of related work plans for Ditidaht First Nation. The Manager supervises the Ditidaht Housing Staff daily work activities and ensures that all staff having the safety training for all aspects of their work.

DUTIES AND RESPONSIBILITIES

The Housing Manager's role includes the following responsibilities:

- Continuously gain knowledge on housing and maintenance
- Stay up to date and apply for opportunities for Ditidaht housing
- Developing strategic guidance and maintenance programs for housing
- Develop operational workplans
- Developing/updating Housing Policy
- Applying the Ditidaht Housing Policy and Procedures
- Responsible for planning and overseeing the financial aspects of Housing program
- Responsible for program communications and coordination with members, administration, other departments and agencies

PERSONAL CHARACTERISTICS

- Strong interpersonal skills and ability to work well within a team
- Able to work well and respectfully with community members, maintaining confidentiality as appropriate
- Self-motivated and able to work independently and as part of a team
- Interest in Ditidaht community
- Able to maintain confidentiality

SKILLS/QUALIFICATIONS: (may be enhanced with training on the job)

- High school diploma and some post secondary education preferred
- Strong oral and written communication skills
- Public speaking and facilitation skills
- Well-organized and makes good use of systems to track tasks, schedules, etc.
- Ability to assist in proactively identifying and serving the communications needs of the DFN and Communities
- Strong planning, critical thinking and analytical skills and ability to find creative solutions to problems and project delivery requirements
- Working knowledge of Microsoft Office Word. Familiarity with Excel, PowerPoint, and Publisher are assets, or willingness to learn
- Ability to maintain good office systems, including electronic file management and use of online systems such as DropBox
- Current BC Driver's License (or willingness to obtain one). Vehicle an asset
- Financial knowledge and business skills
- Experience in Housing Industry

LOGISTICS and PROCEDURES

- Hours of Work: 8:30 – 4:30 Monday to Friday (or as agreed upon with DFN Administrator)
Note: Some communications activities such as conferences, meetings and community activities may require individuals to have a willingness and ability to work variable hours, including weekends and evenings.

Please submit your resume and cover letter to Jeneen Hunt, Administrator

Fax Number: 250-745-3332

Email: jhunt@ditidaht.ca

Deadline: August 22, 2019

Only those shortlisted for an interview will be contacted.