



Fort Nelson First Nation

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INTERNAL/EXTERNAL POSTING

Job Title:	Housing Assistant	Posting #:	03-2024
Department:	Community Infrastructure & Safety Services	Grade:	1
Location:	On Reserve; Office at 3016 Reserve Road	FTE:	1.0
Supervisor:	Housing Manager	Hourly Rate:	\$20.45-\$23.95
Key Duties:	Clerical and Administrative Support	First Posted:	2024-02-05
Effective Date:	Temporary, full time; 6 months, possible extension	Closes:	2024-02-18

Job Scope

The Housing Assistant reports to the Housing Manager and is responsible for assisting with the implementation and delivery of housing programs and services. Duties include: data entry, database management, record keeping and filing, researching and organizing information, scheduling appointments, scheduling clients and utilities and service providers, responding to client inquiries, assisting clients with applications. Other general duties include clerical work, photo copying, typing, note taking, and preparing and formatting documents. Assisting with matters related to purchasing, invoicing and payments, receipting payments and reconciling rents, and assisting with the completion of unit inspections and related reporting and communications, and responding to trouble calls are also included in this work. This employee works with highly sensitive and confidential information and senior staff requiring a good understanding of protection of privacy and confidential information. Other related duties.

Candidate Profile

The Housing Assistant demonstrates good customer service skills, is highly organized and understands the value of following work plans to keep tasks on track and is able to work independently with a team. This individual has good interpersonal and listening skills combined with good questioning skills to gather the information necessary to carry out tasks. This individual maintains diplomacy in communications with others and possesses good written communication skills.

Preferred Qualifications

Knowledge & Experience:

- Mature individual of professional presentation with minimum grade 12 equivalent and combination of related training and experience, with an interest in housing programs.
- 1-2 years relevant work experience in an assistant role
- Experience working with information and database management

Skills:

- Good interpersonal skills, listening skills and questioning skills
- Good written communication skills
- Good computer skills and able to use MS Office Suite applications and web-based conferencing platforms (Zoom, MS Teams, etc.).
- Good understanding of protection of privacy and confidential information



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Abilities:

- Cultural sensitivity; ability to work with all members of the community.
- Ability to understand and follow written guidelines, policies and procedures.
- Well organized and ability to prioritize

Other:

- Compliance with BC Immunization program, TB Screening, and COVID-19 vaccinations.
- Satisfactory completion of a police information check may be required.
- Valid Class 5 BC Driver's License and drivers abstract.

Complimentary Assets:

- Post-secondary experience; Housing Program certificate or Applied Business Technology or equivalent certification and previous office experience and experience working in the context of public service.
- Ability to establish and maintain effective working relationships with management, staff, private and community organizations, developers, contractors and others encountered in the course of work
- Knowledge of First Nation's housing
- Familiarity with AANDC and CMHC programs
- Google™ drive, calendar, forms and other Google™ products;
- Ability to speak Cree and/or Dene

Work Conditions

This work typically takes place Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. Manual dexterity is required to use desktop computer and peripherals. May handle sensitive information and documents. May be required to use Personal Protective Equipment. May be exposed to hazards associated with the sector.

Application Instructions

Closes: February 18, 2024 at 11:59 p.m. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. * Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.