



Ma?as taqimł

Huu-ay-aht First Nations Housing Authority

EMPLOYMENT OPPORTUNITY

Position: Housing Manager

Location: Anacla and Port Alberni

Salary Range: \$75,000-\$85,000.00

Authority Relationship: MA-AS TA-KIMLTH Housing Society Board Chair

Position Summary:

The MA-AS TA-KIMLTH Housing Society (MHS) works to provide safe, healthy, and secure homes for Huu-ay-aht citizens wishing to move back to Anacla.

As the MHS continues to evolve, the Housing Manager will play a key role in ensuring the long-term success of the society. Deliverables will be set and performance will be measured by the CVHS board of directors and successful candidate will work closely with the board Chair.

JOB DUTIES:

Administration

- Prepare documents for funding including applications and reporting.
- Prepare monthly updates for the Housing Society board of directors.
- Prepare quarterly updates for the HFN Government and Housing Society board of directors.
- Administer all things related to the Housing Society, including but not limited to: Organizing and running monthly board meetings, open-house events, and workshops.
- Managing all Internal & External Communications for the Society, ensuring all tenant notices and engagements are completed.
- With support from the MHS board, oversee and manage properties under ownership or lease by the MHS.
- Work to develop, maintain, and update Memorandum of Understanding agreements between the MHS and HFN government.

Management

- Human Resource Management- supervises all employment contractors and staff ensuring all job performances are adhered too.
- Work with Administration on managing tenant relations and rental agreements.
- Work with Administration on all maintenance requests & responses, renovations, rental inspections, and landscape needs.

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manager@hfnha.org | 250-720-6740

- Financial management of MHS, rent collection, managing and monitoring budgets, and oversight of expenditures and payments. Work with Auditors and financial advisors on monthly finances.
- Work with local, provincial, and federal community partners to deliver new affordable housing.
- Create and deliver an education campaign for Huu-ay-aht Citizens to understand how to apply, when a home renter – how to ensure their files are up to date, and how to request support.
- Work with the Huu-ay-aht Nation on implementing the recommendations from the 2019 Homes for our Citizens report.
- Work with developers and board directors to explore opportunities for projects to be moved forward.
- Seek funding from non-government organizations towards development of housing assets.
- Prepare documents and applications for programs through entities like BC Housing and CMHC.
- Other duties may be added as required or assigned upon mutual agreement between the contractor and MHS, noting that some duties may also be re-assigned or eliminated as things evolve.

Operational Requirements:

- Valid class 5 driver's licence.
- Works 3 to 4 days in the Anacla Community.
- The MHS Board is open to discussion of hybrid working conditions, however, maintaining an office presence and in-person meetings will be required.
- A budget with approved expenses will be co-created between the housing manager and the MHS Board.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background check, including employment verification, reference checks, and education/credential verification.
- Maintain confidentiality and neutrality at all times.
- Demonstrated ability and experience in upholding the HFN Organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support*

Qualifications for the position:

- Project management, including fund development and grant writing.
- Familiarity with government operations and processes.
- Strong computer literacy including proficiency with Microsoft Office.
- Multi-pronged communication experience (digital, print, grant application writing).

- Knowledge and ability to maximize social media platforms such as writing posts, creating events and general oversight of our accounts as well as updating the CVHS website.
- Confidence to take on new tasks and projects without a high amount of supervision.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Experience in budgeting & bookkeeping processes is considered a strong asset but not required.
- Experience in working in a First Nation community, government, or organization is considered a strong asset.
- Building design, construction, and land development experience are considered strong assets.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail attention: Human Resources, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. This position is under the MA-AS TA-KIMLTH Housing Society and HFN Human Resources is supporting the hiring process. Please quote Housing Manager Job Posting.

Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other