



# Employment Opportunity

*WFN fosters a workplace environment that is diverse, inclusive, collaborative, healthy, and reflective of syilx values and culture.*

## **Housing Coordinator – Full Time**

### **Who We Are**

Located within the traditional unceded territory of the syilx people, Westbank First Nation (WFN) is a progressive and prosperous self-governing First Nation. WFN is dedicated to promoting a healthy and prosperous future to ensure its continued existence as a strong political, social and cultural community.

Westbank First Nation values Equality, Honesty and Fairness, Respect, Integrity, Accountability and Transparency, Sustainability, Understanding, Confidentiality and Efficiency.

### **About this Opportunity**

The responsibility of the Housing Coordinator is to ensure the efficient delivery and administration of housing services and programs pursuant to the Westbank First Nation Residential Premises Law and Housing Policies. The Housing Coordinator will supervise the Housing Clerk position and provide support through ongoing conversation, coaching, collaboration, feedback, and regular performance reviews.

### **Want to know more? You will...**

- Maintain current knowledge and understanding of housing policies from ISC, CMHC, Health Canada, and other industry-related agencies
- Oversee the collection of all grant-funded applications (i.e. ISC, and CMHC renovations) and provide project support from the construction phases through to project completion.
- Promote and provide good tenant relations with clear communication, accurate, consistent information, and follow-up
- Manage and facilitate the rental application process – Collect rental applications, ensure reference checks, and income verification, and confirm correspondence related to the selection of tenants is documented. Support the applicant by answering questions, assisting in submitting necessary documents, showing the property if necessary, and maintaining and administering a rental waitlist
- Coordinate and administer the selection process for rental units per WFN's Member Housing Program & Services Regulations
- Facilitate housing workshops, or community awareness programs, and will represent housing at membership forums and AGM's

### **Must Haves:**

- Diploma in Business Administration, Property Management, Urban Planning, Project Management, or related field is required
- First Nations Housing Manager Certificate is considered an asset
- Minimum of 3 years of recent related experience in business administration

*Community. Leadership. Pride.*

- Minimum of 3 years of recent related experience in the housing industry
- Minimum of 1-year supervisory experience
- Previous experience working in a local government or First Nation organization is considered an asset
- A combination of education & experience may be considered

**Perks of Working at WFN:**

- Competitive compensation package including 3 weeks' vacation
- Extended Health Care (including Vision and Paramedical Services), Dental, Basic Life Insurance, Employee Assistance Program, and Health Spending Account
- Health & Wellness Allowance
- Municipal Pension Plan membership
- Access to Big White Season Passes (Summer & Winter)
- Employee Recognition Program
- Access to LinkedIn Learning for Professional Development

**Application Details:**

All applications must be submitted through the Employment Opportunities page on the WFN website (<https://www.wfn.ca/>) where you can also view the full job description. Ensure you attach your cover letter and resume. Incomplete or late submissions will not be accepted.

**This opportunity will close at midnight on Sunday, December 4, 2022.**