



WUIKINUXV NATION

Wuikinuxv Nation Housing Department

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| Job Title: | Housing Manager | Date: | April 8, 2025 |
| Department: | Housing | Immediate Supervisor: | Executive Director |
| Job Description: | | | |

Job Summary

The Wuikinuxv Nation is seeking a highly organized, dedicated, and skilled Housing Manager to oversee the management, development, and maintenance of our community housing programs. The Housing Manager will be responsible for ensuring that all housing units within the Nation are safe, well-maintained, and meet the needs of the residents. This role requires a combination of managerial skills, a hands-on approach to basic home repairs, and a deep understanding of the cultural and community context of our Nation.

The ideal candidate will be passionate about supporting our community's growth, maintain strong relationships with tenants, and ensure compliance with housing policies and procedures.

Key Responsibilities:

1. Housing Management:

- Oversee the allocation of housing units and manage tenant relations, ensuring fair and equitable distribution.
- Conduct regular assessments of housing needs within the community and assist in planning future housing developments.
- Collaborate with community members and leadership to address housing concerns and improve the overall quality of life for tenants.

2. Maintenance and Repairs:

- Perform and supervise routine maintenance and basic repairs in tenant homes, including plumbing, electrical, painting, and carpentry tasks.
- Ensure that all housing units are maintained to a high standard, with a focus on safety, comfort, and accessibility.
- Respond to emergency repair requests in a timely and efficient manner.

3. Tenant Support:

- Develop and maintain positive relationships with tenants, addressing concerns, complaints, and requests.
- Provide assistance in resolving housing-related issues, including disputes or maintenance needs.
- Educate tenants on proper home maintenance and care, including energy-saving practices and safety measures.

4. Budget and Financial Oversight:

- Manage the housing budget, ensuring the cost-effective operation and maintenance of housing units.
- Prepare financial reports and track expenses related to housing programs and repairs.
- Assist in securing funding for housing projects and work within financial constraints to maximize the impact of available resources.

5. Compliance and Reporting:

- Ensure housing operations comply with relevant regulations, policies, and community guidelines.
- Prepare and submit reports as required by the Wuikinuxv Nation leadership or funding organizations.
- Monitor and ensure adherence to the community's housing policies and rental agreements.

6. Community Collaboration:

- Collaborate with other departments and stakeholders to promote sustainable and culturally respectful housing solutions.
- Participate in community meetings and forums to stay informed of the needs and concerns of residents.

Qualifications:**• Experience:**

- Minimum of 3 years experience in housing management, property management, or a related field.
- Hands-on experience with home repairs and maintenance (basic plumbing, electrical, carpentry, etc.) is required.
- Experience working in or with Indigenous communities, and an understanding of First Nations' values, cultures, and priorities is an asset.

• Education:

- High school diploma or equivalent; post-secondary education in a related field (e.g., Housing Management, Construction, Facilities Management) is an asset.
- Certifications or training in maintenance, plumbing, electrical work, or similar trades are preferred.

• Skills:

- Strong problem-solving and decision-making abilities.
- Excellent organizational and time-management skills.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills, with the ability to engage effectively with tenants and community members.
- Proficiency with office software (e.g., Microsoft Office, Google Workspace) and basic budgeting software.

• Other Requirements:

- Valid driver's license and reliable vehicle (travel to various housing units is required).
- Ability to lift and move heavy objects and perform physical tasks as needed for home repairs.
- Criminal record check and vulnerable sector screening required.

Communications

Internal:

Internal communications are with co-workers, Chief and Council, Executive Director, Wuikinuxv Nation Housing dept. and Housing Staff, Finance Department, Income Assistance Department & Human Resource Department.

External:

External communications are with suppliers and contractors, CMHC, Government Departments, and service providers, and Community Members.

Work Environment and Compensation:

- Working hours up to 35 hours, with some evening and weekend work
- Wage \$65,000-\$80,000 based on experience

Why Work with Us?

- Be a part of a close-knit, vibrant community that values cultural preservation, environmental sustainability, and community well-being.
- Make a meaningful impact by helping to ensure that our members have safe, comfortable, and well-maintained homes.
- Work in a supportive, collaborative environment with opportunities for growth and development.

How to Apply:

Please submit your resume and a cover letter detailing your experience and why you are interested in this position to Malista McIntyre at executive_director@wuikinuxv.net. Applications will be accepted until May 6, 2025.

Wuikinuxv Nation is an equal opportunity employer. We encourage applicants from all backgrounds, especially those with experience in Indigenous communities, to apply.

We thank all applicants for their interest, but only those selected for an interview will be contacted.

Name: _____

I hereby acknowledge that I have read and understood and accept the responsibilities as outlined in the above job description as the condition of my employment.

Signature

Date

Witness

Date