

Leq'á:mel First Nation
Job Description

Housing Officer:

Reports To: Band Administrator & Band Manager

The Housing Officer is responsible for the administration of the Social Housing and Band Housing programs as outlined by the administration, Indian and Northern Affairs Canada (INAC) and Canada Mortgage and Housing Corporation (CMHC).

Duties:

1. Submits reports and recommendations to the Council and Band Manager as required to achieve adequate and quality housing.
2. Know the housing programs: Social Housing, Band Housing, Individual Housing, Renovations, New Construction, RRAP, NORHA, etc.
3. Responsible for the application process for housing funding from CMHC and INAC by preparing the necessary documentation.
4. Planning timely request for the land status reports.
5. Administer the housing program: budgeting, financial reporting, program reporting, tenant files, rent collection, inspections, maintenance, eviction, etc.
6. Learn the present policies, update and develop policies and initiate the adoption process. Ensure that the legal collection procedure is followed.
7. Organize and process requests and applications according to policy.
8. Upkeep the housing needs from data available at the band office and prepare short and long term housing needs for review with Chief and Council.
9. Organize and assist with house inspection.
10. Assist in the negotiation and selection of contractors.
11. Liase between homeowner and contractor.
12. Arrange site and soil tests for proposed housing sites when necessary.
13. Assist in land transactions.
14. Assist in Capital Projects.

15. Prepare tender and contract specifications.
16. Develop a member Sub-trade list for repair and maintenance jobs.
17. Ensure timely completion of all components of the housing program.
18. Be aware of other funding sources related to housing, prepare and submit proposals as necessary.
19. Liaison and arrange training sessions with Sto:lo Nation, CMHC and INAC contacts.
20. Organize and attend quarterly or as required housing meetings.
21. Ensure warranty cards for appliances are filled in and mailed and that the serial numbers are in the house files.
22. Maintain an efficient and accurate filing system.
23. Provides monthly reports to the Band Manager by the 5th of each month.
24. When the computer is turned on (first duty of the morning), run the routine virus scan process to protect the computer systems.
25. At the end of the workday the work station must be tidy. (To allow janitors to dust.)
26. Maintain professional growth, upgrade skills and knowledge relevant to the position by approval or request of the Band Manager.
27. Maintain confidentiality of all records and files, unless, the release of specific information is authorized by the Band Manager.
28. Conduct all other relevant duties as requested by the Band Manager or Council.

Employee

Date