



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2 tel 250.679.3203 • fax 250.679.3220

## **Housing Manager – Position Under Review**

**Term Position: 3 months (potentially renewable, depending on staffing requirements)**

The Little Shuswap Lake Indian Band is seeking the services of a qualified Housing Manager to manage the housing department services on an interim basis while the Band reviews organizational requirements. Remuneration is negotiable and based on qualifications.

### **Duties of this position:**

Manage administration of housing policy for the 70 rental properties, including tenancy management, supervising rent collection and guiding maintenance service expectations from the Village Maintenance Department (Public Works)

- Work with tenants to ensure rental housing inventory remains in good rentable condition
- Advance the drafted housing policy amendments towards ratification and implementation
- Make application and administer funding for renovations and other housing related projects
- Participate in the preparation of operating and capital budgets
- Initiate/lead projects including FNMHF sponsored capacity development projects
- Coordinate and oversee the records management for the department
- Administer insurance policy related to housing

### **Experience and Qualifications:**

- 2-3 years recent experience in on-reserve housing management
- Knowledge of building systems and residential property management
- Current knowledge of CMHC, DISC, FNMHF, FNHA and other related agencies
- Excellent public relations, oral and written, interpersonal and project management skills
- Ability to deal tactfully with sensitive issues and maintain confidentiality at all times
- Ability to efficiently utilize office software
- Experience in planning, budgeting and coordinating housing construction/renovations projects
- Valid Class 5 drivers' licence

### **Applications:**

Applicants should submit a cover letter, resume and 2 references to:

**Naomi August**  
**Executive Assistant**  
**Little Shuswap Lake Indian Band**  
**Email: [naugust@lslib.com](mailto:naugust@lslib.com)**

