



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Contract Position: Social Housing Coordinator

Statement of Purpose

The Huu-ay-aht First Nations is looking for a contract coordinator to provide management, technical, and administrative assistance for our Social Housing units.

Background Information

Huu-ay-aht First Nations is a self-governing, modern treaty Nation whose lands are located in the Barkley Sound region on the west coast of Vancouver Island, at the entrance to Alberni Inlet. The lands and waters making up our traditional territories (ḥahuuḥi, pronounced “ha-houlthee”) have been occupied by us since time immemorial. Today, Huu-ay-aht citizens number close to 750 and primarily reside around the village of Anacla, the Nation’s principal community close to Bamfield, as well as in Port Alberni, the closest population centre.

The Huu-ay-aht have acquired several housing units which are being utilized as social housing. Most of these units are in the main community of Anacla with three units in Port Alberni. Huu-ay-aht is in the process of developing additional housing units and a larger housing strategy that may eventually include both market and social housing.

Scope of Work

The Social Housing Coordinator will manage all of the day to day business of social housing tenancies with potential expansion to market rental units including (this is not an exhaustive list of duties):

- Tenant correspondence (incoming and outgoing),
- Monitor the dedicated band housing e-mail,
- Work within Huu-ay-aht policies and regulations,
- Create tools for effective consistent management of housing units (i.e. permits, agreements, notices, reports, maintenance, plans and records),
- Conduct housing inspections,
- Accept housing applications, maintain wait list, process applications for housing, interview tenants, process tenancy agreements, conduct reference checks,
- Coordinate and implement repairs and maintenance as approved by the AED,
- Ability to provide minor repairs and maintenance,



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- Collecting rents, damage deposits,
- Maintain records of housing assets and corresponding expenditures for service calls, appliance repairs and general annual maintenance costs.

Outcome and Performance Standards

- Confidentiality and neutrality is maintained at all times.
- BC Tenancy Act compliance
- Huu-ay-aht Social Housing Regulation compliance
- Other applicable legislation and policies

Deliverables

The Contractor will deliver the following as part of the performances of the Contracted Services:

- Administrative and technical expertise up to 80 - 100 hours per month.
- Services to be provided in Port Alberni and Anacla.

Term of Contract

To begin immediately – March 31, 2019 (with potential for extension)

Payments

Payment schedule will be based on submitted invoices with tax information clearly identified to be billed monthly. Remuneration \$40 - 50.00/hour dependent on experience.

Evaluation and Award Process

Candidates will be evaluated based with the following criteria:

- 45% demonstrated successful experience in an administrative environment (resume)
- 45% for interview
- 10 % for references

Huu-ay-aht First Nations may decide, in its sole discretion, whether or not to award this project, and if so to whom, after considering the evaluation efforts.



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Huu-ay-aht First Nations will make every reasonable effort to conclude a legally binding agreement with a successful proponent as soon as practicable prior to September 30, 2019.

Contacts

Contact for Huu-ay-aht First Nations will be the Acting Executive Director, kathy.w@huuayaht.org or by telephone: 250-723-0100

Approvals for execution of contract, updates and approval of final products will be through Executive Director.

Please send resumes to Kathy Waddell, Associate Executive Director at kathy.w@huuayaht.org by 4:00 pm, September 27, 2019.