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ANCIENT SPIRIT, MODERN MIND

## EMPLOYMENT OPPORTUNITY

**Full Time Term Internship:** Housing Navigator & Rental Support Officer

**Term:** 1 year

**Location:** Anacla and Port Alberni Government Offices

**Salary Range:** based on education and experience

**Authority Relationship:** Director of Infrastructure and Capital Projects

### Position Summary

The Housing Navigator and Rental Support Officer will be responsible to provide comprehensive help and assistance to Huu-ay-aht Citizens in accessing appropriate housing programs and services including working with Citizens to determine their housing needs, assisting them in securing appropriate housing in Anacla, and providing ongoing support.

### Key Accountabilities

- Determining Citizens' housing barriers, preferences, needs and goals.
- Assisting in providing support to Citizens interested in securing appropriate housing.
- Helping Citizens with housing applications for subsidized and low end of market housing including helping to obtain necessary documentation for housing applications and income verification.
- Assisting Citizens interested in construction and ownership of their own homes, including understanding of Huu-ay-aht zoning requirements, sourcing contractors, and arranging financing
- Providing workshops related to understanding tenant rights and responsibilities.
- Networking with other agencies and attending local community meetings.
- Continued outreach to tenants who obtain housing including providing updated resources and educational information as it relates to their housing.
- Establishing, updating, and maintaining a list of available housing opportunities.
- Maintaining client related data system and records.
- Display and/or Present at Huu-ay-aht Community Engagement Sessions and HFN General Assemblies.

### General Requirements

- Excellent communication, interpersonal and customer service skills.
- Strong multi-tasking and time management skills.
- Experience working in Indigenous communities an asset.
- Ability to document, maintain records and create databases using MS Office (Excel).
- Demonstrated aptitude in dealing with private and confidential information; uses diplomacy and tact in all interactions.



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- Take opportunities to continue in their own professional development by attending courses and workshops.

## **Operational Requirements:**

- Valid Class 5 driver's license.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background check, including employment verification, reference checks, and education/credential verification.
- You will work out of the Port Alberni and Anacla Government Offices, a company vehicle will be provided if travel is between Port Alberni and Anacla.

## **Qualifications**

- Bachelor's Degree or equivalent in a related field.
- Previous experience with social services and/or housing programs.
- Willingness to follow Huu-ay-aht Laws, Policies and Acts.
- Experience working with Government & Public sector and First Nations preferred.
- Proficient in Microsoft office products for instance, power point, word, excel and teams.
- Exceptional in organizational skills.
- Exceptional communication skills
- Ability to promote a performance-focused environment in alignment with HFN's values, culture and strategic goals.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail attention: Human Resources Manager, 4644 Adelaide St, Port Alberni, BC, V9Y 6N4. Please quote Housing Navigator & Rental Support Officer Job Posting. Closing date for this position is September 15, 2020 at 4:00 pm.



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