

Job Posting

Full Time: Housing Manager

Location: Anacla (Bamfield)/Port Alberni (Remote/Hybrid)

Salary Range: is based on education and experience

Scope: Hours of work will be negotiated

Authority Relationship: Reports to the Housing Authority Board of Directors

The Huu-ay-aht First Nations Housing Authority seeks to hire a Housing Manager, to meet the challenges, roles and responsibilities described below. This position will require attendance in Anacla (Bamfield) and can be hybrid/remote position.

Key Accountabilities:

The Housing Manager will have:

- Excellent communication skills, both oral and written.
- Exceptional client relation skills and the ability to be a solution-based worker who communicate well with others.
- Proven organizational skills with the ability to prioritize.
- Excellent problem-solving skills and ability to think quickly.
- Strong computer skills, with proficient use of Word, Excel, and Outlook.
- Flexibility and ability to work professionally in a team environment and independently.
- Willingness and ability to learn rules, regulations, and legislation affecting all aspects of Rental Housing Management.
- Experience in finance.
- Experience in proposal writing.

Job Duties:

- Help support the setup of the Housing Authority and support in housing policy creation.
- Monitor costs and expenses and prepare reports.
- Manage tenant relations.
- Oversee new construction and renovations.
- Conduct regular inspections of all housing including inside and outside areas to ensure proper cleaning and maintenance.
- Supervision of staff.
- Rent collection.
- Rental agreements and uphold the rules outlined.
- Manage complaints and emergencies.
- Tenant administration and manage move in and move out activities.
- Work orders/property maintenance.



Maʔas taqimł

Huu-ay-aht First Nations Housing Authority

- Tenant notices.
- Records maintenance.
- Identify and resolve unique issues with substantial significance.

Operational Requirements:

- Hours of work will be negotiated.
- Must have a valid class 5 Driver's License and reliable vehicle.
- Some travel, including overnight and or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, including employment verification, criminal record checks, reference checks, and education/credential verification.

Education and Experience Requirements:

- Demonstrated ability and experience in upholding values essential to Huu-ay-aht First Nations organizations: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- Experience in housing/property management preferred.
- Ability to communicate effectively in a professional manner.
- Ability to respect and protect the privacy of information relating to all tenants.
- Ability to promote a performance-focused environment in the alignment with the HFN's values, culture, and business 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 manager@hfnha.org, subject line: Housing Manager Position. Closing date for this position is September 22, 2023 at 4:00 p.m.

Vision - *The Huu-ay-aht envision a strong, self-governing and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy and sustainable community; where our culture, language, spirituality and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other