CHIPPEWAS OF KETTLE AND STONY POINT FIRST NATION
EMPLOYMENT OPPORTUNITY
MENTORED HOUSING ASSISTANT – SHORT TERM

PROGRAM AREA: Housing Department
POSITION TITLE: Housing Assistant– (Short-Term)
REPORTING PROTOCOL: Reports Directly to the Housing Manager/Designate

POSITION SUMMARY: Working as part of the Housing Department team, the Mentored Housing Assistant will assist the Housing Manager with housing service for all tenants and dealing with general inquiries on a wide range of housing related issues, such as making agreements and arrangements in respect of tenants' accounts and supporting the Housing Team.

NOTE: THIS IS A MENTORED WORK PLACEMENT FUNDED THROUGH FOUR WINDS COMMUNITY EMPLOYMENT SERVICES PROGRAM. THIS MENTORED PLACEMENT WILL HAVE AN END DATE OF MARCH 31ST, 2027. PREFERENCE WILL BE GIVEN FOR UNDEREMPLOYED AND/OR YOUTH APPLICANTS.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Minimum Grade 12 or equivalent;
- Post-secondary certificate/diploma in a related field an asset;
- One (1) year experience in a clerical position is an asset;
- Experience in a First Nation office environment is an asset.

SKILLS REQUIRED:

- Good public relation skills, strong confidentiality skills, and a positive approach with the public.
- Knowledge of home construction and maintenance are an asset;
- Flexible working with minimal supervision, must be punctual, and maintain good attendance;
- Must have good working knowledge of Microsoft Office using Word, Excel, and invoice system;
- Must be in good financial standing with the First Nation;
- Excellent Financial & Excellent Public Relations Skillsets;
- Maintain a positive, efficient, and effective presence within and for the community;

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply.
- However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- The successful applicant must provide a current CPIC and vulnerable sector background check;
- The successful applicant must provide a copy of their Diploma and other related certificates;
- The successful applicant must consent to a full background check upon successful interview.

PLEASE SUBMIT YOUR COVER LETTER AND DETAILED RESUME
BY CLOSING DATE – **NOVEMBER 19, 2026, BY 4:00PM**
Email to: HR.Kevin.Koniecki@kettlepoint.org
Enter information on the email subject line:
ATTN: HR – Mentored Housing Assistant

A full Job Description is available: contact HR.Kevin.Koniecki@kettlepoint.org Interviews will be scheduled shortly after the closing date. ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.