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# *Chippewas of Kettle & Stony Point First Nation*

6247 Indian Lane

Kettle & Stony Point FN. Ontario N0N 1J1

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## **EMPLOYMENT OPPORTUNITY**

### **Social Housing Coordinator**

### **Full Time Position**

**POSITION SUMMARY:** The Social Housing Coordinator is responsible for the daily administration of the Social Housing units identified under the Kettle and Stony Point First Nation Administration/Social Services. The Coordinator will provide housing assistance (renovations and RRAP) to the membership of Kettle and Stony Point First Nation and provide property management to the identified social housing units.

**REPORTING PROTOCOL:**

- The Social Housing Coordinator will be under the supervision of the Ontario Works Administrator.

**PRIMARY DUTIES:**

- To oversee the implementation, development, update and adhere to the policy and procedures of the property management of the identified social housing rentals.
- Oversee the maintenance and upkeep of the social housing rentals.
- Ensure Lease signage and lease renewal are current and up to date
- Provide reports to the Administrator as designated
- Maintain, record and report on all housing related budgets.
- Administration of securing and seeking out funding applications for projects
- Maintain records and policy guidelines
- Management and coordination of housing workshops, presentations
- Funding applications for Safe homes and Special Needs units.
- Renovation loan applications and procedures
- RRAP allocations and procedures
- Apply for capital funding for renovation loans annually.
- Record accurate minutes and follow up as directed

**SECONDARY DUTIES:**

- Excellent written and verbal communication
- Policy Development and Implementation
- Report writing and Funding applications



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- Generating spreadsheets and collecting data
- Financial background

### **EDUCATION/SKILLS REQUIREMENTS:**

- Grade 12 diploma
- College degree in Business or Finance
- Minimum (2) years' experience in a related field or work experience
- Minimum (2) years' experience in working in a First Nation environment
- Experience preparing and understanding financial statements, budgets and reporting of funds
- Experience gathering, documenting and organizing information.
- Valid Driver's License and own transportation
- Previous work experience in a Social field would be an asset

### **HIRING REQUIREMENTS:**

- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their diploma and other related certificates
- Applicants must consent to a full background check upon hiring
- Chippewas of Kettle & Stony Point First Nation gives preference to First Nation applicants for any employment opportunity as per Section 16(1) of the Canadian Human Rights Act (Aboriginal Employments Preference Policy).

**Application to Include:** Cover letter, resume and three work related letters of reference

**Posted June 29 2018 deadline to apply July 13 2018 at 4:00 pm.**

### **Please submit your application to:**

Kettle & Stony Point Administration Building  
Attention: Cindi George  
6247 Indian Lane, KSPFN, ON, N0N 1J1  
FAX: 519-786-2108

*A full Job Description is available at the front reception in the Administration Office.*