



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

FULL-TIME

PROGRAM AREA:	HOUSING DEPARTMENT
POSITION TITLE:	HOUSING ASSISTANT
REPORTING PROTOCOL:	REPORTS TO THE HOUSING MANAGER

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

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Minimum Grade 12 or an equivalent
- Post-secondary certificate/diploma in a related field an asset
- One (1) year experience in a clerical position
- Experience in First Nation office environment an asset
- Must possess a valid Ontario driver's license and reliable vehicle

SKILLS REQUIRED:

- Flexible to do shift work and 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 have excellent verbal and written communication skills, including an appreciation of the need for confidentiality and a positive approach with the public.
- Time Management skills
- Must be in good financial standing with the First Nation.
- Must be a good Team player
- Excellent Financial Skills & Excellent Public Relations
- Maintain a positive, efficient and effective presence within and for the community
- Follow the Chippewas of Kettle & Stony Point First Nation Employee Policy Manual

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.
- 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 school enrollment.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME AND
A MINIMUM OF THREE (3) REFERENCES,
BY **MAY 25, 2022 AT 4:00PM**

**TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: HR Department – Housing Assistant
Email to: human.resources@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax: 519-786-2108**

*A full Job Description is available please send request to Wyonna Bressette HR Assistant at
human.resources@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