



TEMAGAMI FIRST NATION

BEAR ISLAND
LAKE TEMAGAMI, ONTARIO P0H 1C0
TEL 1.888.737.9884 or 705.237.8943
tfn@temagamifirstnation.ca
www.temagamifirstnation.ca

SCHEDULE 'A' – JOB DESCRIPTION

JOB TITLE:	HOUSING SUPERVISOR
PRIMARY FUNCTION:	<p>The Housing Supervisor will primarily be responsible for the planning, implementation, management, and review of all Temagami First Nation housing and buildings and their operations. The Housing Supervisor will coordinate regular building inspections and ensure that all Band-owned buildings are maintained and in good condition.</p> <p>As required, the Housing Supervisor will schedule maintenance and repair work and will be responsible for scheduling operations and maintenance personnel to fulfill housing needs.</p>
REPORTING RELATIONSHIP:	This position reports directly to the Community Infrastructure Leader.

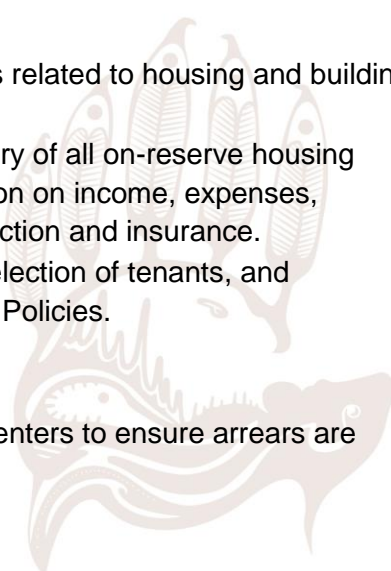
CORE COMPETENCIES:

Accountability

- Assemble information & prepare written reports for members and funding agencies in a timely manner.
- Maintain contact with the Chief and Council on an ongoing basis, at the request of the Community Infrastructure Manager.
- Prepare materials (agendas, reports, meeting minutes) for Housing Committee meetings and attend meetings as required.
- Maintain a Band-Owned Home Tenant Wait List in accordance with the Housing Policy.
- Maintain records of all maintenance and repairs requests and completed maintenance and repairs.
- Develop reports on operational progress.
- Plan and oversee the preparation of reports and statistics related to housing and building operations.
- Manage the development and maintenance of an inventory of all on-reserve housing assets which includes but may not be limited to information on income, expenses, inspections, agreements, requests, complaints, rent collection and insurance.
- Review occupancy reports to ensure that applications, selection of tenants, and assignment of dwelling units are in accordance with TFN Policies.

Finance & Budgeting

- Oversee collection standards for mortgage holders and renters to ensure arrears are kept to a minimum.



- Monitor, track and reconcile approved budgets.
- Identify various funding sources for housing projects in the community.
- Develop applications for funding for housing projects.
- Maintain rent payment records, prepare rent receipts, provide information on rental payment schedule to members, complete rent collection and enforcement of penalties for rent arrears in accordance with the Housing Policy.
- Monitor collection of monthly assessments, rental fees and deposits and payment of insurance premiums, mortgage, taxes and incurred operating expenses.
- Plan, manage and administer annual operations and maintenance budgets for various projects.
- Apply for funding and access to grants and/or bursaries to secure funding for Housing initiatives.

Resource Management

- Develop and implement schedules and procedures for safety inspections and preventive maintenance programs.
- Coordinate the advertising of call outs for Housing Committee Member Application periods to community members and coordinate the review of Housing Committee Member Applications.
- Inspect grounds, buildings, and equipment routinely to determine necessity of repairs and maintenance.
- Supervise and provide advice, support, guidance, and direction to staff completing housing projects.
- Provide direct supervision to housing staff including monitoring daily progress on projects, assigning daily tasks, and developing work schedules.
- Evaluate the performance of housing staff on an annual basis.

Service Orientation

- Ensure the affairs of the Housing Committee are administered.
- Ensure building facilities are compliant as per ACRS reports including local fire codes, accessibility and other relevant building and maintenance legislation.
- Study housing demands, occupancy and turnover rates, and accommodation requirements of applicants to recommend policy and physical requirement changes.
- Assess operational issues related to building operations and maintenance personnel.
- Administer all Housing programs including renovations, new construction, RRAP etc.
- Coordinate and assist community members in completing tenant applications, repair requests and other housing program related paperwork as required.
- Manage the administration of the TFN tenant eviction policy as approved.
- Coordinate response to requests for housing maintenance and repairs for Tenants of Band-owned homes and conduct appropriate follow-up with the Public Works team to ensure issues are addressed if required.
- Keep current on all related Housing and Rental standards and regulations.

- Ensure the Housing Program is administered in accordance with approved policy, requirements of the funding agencies and related regulations and housing building standards.
- Oversee the development and maintenance of a housing information library including housing FAQs, newsletters updates and various reports for the use of TFN Administration, Housing Committee and TFN Membership.
- Investigate complaints, disturbances and violations and resolve problems following applicable policies and legislation.
- Meet with prospective tenants to show properties, explain terms of occupancy, and provide information about the local area.
- Prepare communication and support notification to community members of changes to the Housing Policy as required.
- Assist in planning and implementing new housing and rental construction, including capital housing, project submissions to ISC and CMHC, loan documentation, BCRs, subsidy documents, Ministerial Guarantees, all permits and other related documentation and applications.

Planning & Organizing

- Plan, schedule and coordinate general maintenance, major repairs, remodeling, and construction projects.
- Coordinate the timely construction of houses, meeting all standards, codes, and policies.
- Coordinate the cleaning, snow removal, and landscaping operations of Band owned properties.

Networking & Relationship Building

- Organize and participate in community meetings to discuss updates on First Nation Housing and new initiatives.
- Act as the main liaison between Band Administration, tenants of Band-owned homes, and other community members on matters related to the TFN Housing Management Program.
- Develop strong relationships with external stakeholders including provincial, federal, and local governments.
- Respectfully respond to questions and concerns from the community about the Housing Policy.

Strategic Thinking

- Coordinate the review of the Terms of Reference for the Temagami First Nation Housing Committee in accordance with the Housing Policy.
- Maintain and recommend updates to the Housing Policy and any related policies and procedures as directed by the Community Infrastructure Manager.
- Monitor the administration of, and compliance to, the Housing Policy, National Building Code of Canada, and Safety Standards and Procedures.

- Update policies and procedures to ensure the housing program operates effectively and efficiently.

Other Duties

- Attend meetings on behalf of CIM as required.
- Confidentiality – ensure client information is stored and kept private.
- Other duties as required related to the Housing Supervisor position.

QUALIFICATIONS:

- **REQUIRED:** Degree or diploma in Administration, Property Management, Building/Property Maintenance, or the equivalent.
- **REQUIRED:** A comprehensive and progressive understanding of First Nation community needs, culture, language, and customs, including demonstrating and modelling cultural awareness and sensitivity.
- **REQUIRED:** 1-2 years of experience working with First Nations.
- **REQUIRED:** Valid Ontario 'G' Level Driver's License.
- **REQUIRED:** Previous experience supervising a work crew through project completion.
- Extensive experience working with Microsoft Suite products including Word, Excel, and PowerPoint.
- Excellent organizational abilities with task prioritization, multi-tasking, use of timelines and time management techniques.
- High level of personal integrity with strong work ethic.
- Ability to work independently in a busy environment.
- Ability to prioritize projects with excellent time management skills and the ability to meet deadlines.
- Excellent interpersonal skills to work effectively in a diverse working environment.
- Strong attention to detail.
- Ability to work with people sensitively, tactfully, diplomatically, and professionally.
- Excellent integrity and professionalism.
- Strong analytical and decision-making skills.
- Strong team player with excellent team building skills.
- Effective written and oral communications skills to effectively deal with staff, membership, and service providers.