



Employment Opportunity

Property Coordinator

Reference No. SHD-PRO-COO-0718

Purpose: Reporting to the Housing Manager, the successful candidate will provide a full range of housing and property management services and administrative support to facilitate the requirements of the department and will work primarily out of the office with moderate local travel required. This is a full time term position ending on or about May 17, 2019.

Responsibilities:

- Participate in recruitment and lead orientation of new team members
- Complete annual performance evaluations, approve leaves and training requests
- Manage and document employee complaints, follow up steps, and discipline
- Provide supervision, guidance and clerical support to staff, manage files and update information on the database
- Ensure compliance of staff with all internal and external policies and procedures
- Attend department staff meetings and prepare agenda items for the Housing Committee
- Assist in the planning and implementation of housing department computer tracking and program systems
- Refer community members to internal and external resources when appropriate
- Participate in internal and external committees and working groups
- Act as Acting Housing Manager as directed, required and /or requested
- Assist with preparation of program budgets, financial and annual housing reports and Band Council Resolutions
- Ensure annual tenant rental and repayment agreements are current and collect rent and arrears
- Develop and implement rent and arrears collection strategies as required
- Meet with tenants and members to update and maintain current tenant and occupant records
- Receive and respond to tenant and community complaints
- Respond and provide assistance to community member housing concerns/requests, and make referrals
- Coordinate with other internal departments and outside agencies or organizations
- Conduct annual inspections of rental & CMHC houses, or more frequently as may be required
- Assess conditions of rental houses, including overcrowding, before move-in, and after move-out
- Refer and recommend maintenance concerns to the maintenance supervisor & perform data entry
- Manage insurance related issues and documentation with Band and CMHC rentals
- Prepare and submit Canadian Housing & Mortgage Corporation (CMHC) RRAP applications
- Other related duties as requested

Required Education and Experience: *(please attach a copy of all corresponding documents)*

- Property Management Certification is an asset
- Business Administration Certificate and First Nations Housing Manager Certification is an asset
- 5 years' property management experience
- Experience working in a First Nations community and a willingness to learn about culture, customs, and traditions of Cowichan people
- Valid/Unrestricted BC Class 5 Driver's License

Required Skills, Knowledge and Abilities:

- Knowledge of Cowichan Tribes internal departments and programs
- Knowledge of Cowichan Tribes' housing agreements, such as Canadian Housing & Mortgage Corporation (CHMC) and Indigenous Services Canada (ISC)
- Knowledge of internal databases an asset, such as AIS and TIFIS
- Well-developed written, oral, and interpersonal skills and organizational skills
- Time management with the ability to multitask different tasks simultaneously

Please quote Reference No. SHD-PRO-COO-0718 upon submitting cover letter, resume, and three references to:

Human Resource Manager, Cowichan Tribes 5760 Allenby Road Duncan, B.C.V9L 5J1

EMAIL: resume@cowichantribes.com

Deadline: Tuesday, August 14, 2018 @ 4:00 p.m.