
WAHTA MOHAWKS

JOB POSTING

PROGRAM AREA: HOUSING

POSITION TITLE: HOUSING INTERN POSITION

REPORTING PROTOCOL: REPORTS DIRECTLY TO WORKS TO THE SENIOR ADMINISTRATOR

POSITION SUMMARY: Work cooperatively with the Housing Clerk under the Housing Management Program Area, the Housing Intern is responsible for assisting with the processing of documents and related activities in the field including communicating with citizens, staff, and others in a timely and efficient manner and for applicable administrative functions for Housing programs and services as required. Candidates must be a member of Wahta Mohawks and qualify for funding through Kagita Makam Area Management Board (KMAMB) Targeted Wage Subsidy.

PRIMARY DUTIES:

1. Assist the Housing position in all areas of activities as required and as directed in an efficient and professional manner.
2. Communicates with and updates the Housing Clerk on all day to day operations of Housing functions.
3. Assists in the preparation and processing of land transfers, leases and assignments as required, ensuring accuracy and meeting reporting requirements in a timely and efficient manner for approval by the Housing Clerk.
4. Assists in arranging for and maintaining official records for required and approved land surveys and related documentation/processes under the guidance of the Housing Clerk.
5. Communicate with citizens and the Housing Clerk on land and housing matters as required in an efficient, timely and effective manner, assisting citizens when required to obtain/resolve/process materials, documentation, and related processes.
6. Assist with the Lands Management data input as directed.
7. Assist in ensuring housing, sanitation and water policies and procedures are current and up to date and for processing edited and/or new policies and procedures for approval and implementation in an efficient, effective and timely manner.
8. Assist the Housing Clerk in developing and recommending a housing and renovation allocation for approval under policy including sanitation and water allocations as recommended for approval, ensuring all documentation is complete and accurate, and funding resources are available for completion.

9. Assist members in completing Residential Rehabilitation Assistance Program (RRAP) applications for approval, ensuring all documentation is complete and accurate, and funding resources are available for completion.
10. Assist in completing all applications and documents for the Housing Clerk review or recommendation for Housing, Sanitation and Water subsidies prior to submission to the Senior Administrator for review and approval.
11. Must maintain strict confidentiality at all times as required and ensure all information is handled in a manner that ensures complete confidentiality, and must be professional in conduct, work ethics and actions at all times.
12. Operates in accordance with and ensures compliance to the Wahta Mohawks Administrative, Finance, Personnel and housing program policies and procedures as may be updated and amended from time to time.
13. Other duties/tasks/responsibilities as required and as assigned.

SECONDARY DUTIES:

- 1) Assist in maintaining inventory of housing office supplies and place orders for supplies, ensuring appropriate and accurate allocation to cost centres as required.
- 2) Assist in maintaining inventory of housing office equipment and recommend upgrades as required through research and comparison purchase recommendations.
- 3) Assist in ensuring equipment is properly maintained and serviced on a regular basis and that warranties are registered and a file is maintained for each piece of equipment, including servicing logs, warranty follow up, purchase/installation date, supplier, etc. within the Housing Management office.
- 4) Assist in maintaining a log for events/activities utilizing meeting/community space of the Wahta Mohawks ensuring the space is available, the events/activities are approved, and that any necessary set up/arrangements are organized and confirmed and invoices are issued for rentals, as required.
- 5) Attend all Lands meetings as requested, within and outside of the community.
- 6) Prepare and distribute minutes of meetings as assigned.
- 7) Attend appropriate workshops, seminars, and training sessions as required and as requested to remain current and up-to-date on topics of concern to the work assignments for the position.

SUPERVISION: THIS POSITION IS NOT A SUPERVISORY POSITION.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Post Secondary diploma in Office/Systems Administration is preferred or a minimum Grade 12 education with 2 yrs. relevant experience in some technical aspect of housing.

- Must possess a desire to become more knowledgeable, through professional development opportunities, including mandatory training/upgrading, in the Indian Lands Registry system, housing standards, and their related processes.

SKILLS REQUIRED:

- Must have the ability to work in and contribute to a team environment.
- Must have a proficient level of communication skills, verbal and written, and be comfortable dealing with the public.
- Must be willing to attend all recommended and required training.
- Must possess a proficient level of organizational and time-management skills.
- Must have a proficient level of computer skills in areas suitable to the requirements of the position.
- Must be willing to work flexible hours including evening and weekend hours based on the needs of the tasks and activities as requested.
- Must have the capacity to take initiative and to multi-task at times to accomplish the tasks and activities assigned.
- A knowledge and understanding of the community environment and culture is an asset.
- Must possess a current and valid Driver's License and dependable vehicle.
- May be required to submit a CPIC (Criminal records check) on request if working with children, youth or the elderly.

If you are interested in applying for the position, please send a cover letter, resume, and three (3) working references to the attention of:

Martie Stanton
Human Resources
martie.stanton@wahtamohawks.ca
t: 705-762-2354 ex 272
f: 705-762-2376

**** Only those selected for an interview will be contacted****

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