



Klahoose
First Nation

Occupying traditional territories that span from Cortes Island to Toba Inlet, the Klahoose Nation has existed since time before memory. Our primary village site, Squirrel Cove, is home to approximately eighty-five full-time residents who live and work on Cortes Island and in the surrounding areas. The remaining three hundred plus members reside in off reserve coastal communities in the lower mainland, and Washington State.

Why you'll love working for Klahoose First Nation:

- Full-Time, Monday-Thursday (32 hours a week);
- Competitive compensation, commensurate with experience;
- Two (2) weeks' vacation, and Klahoose First nation administration office is closed for a two-week period during the December holiday season;
- Medical and Dental benefits
- Friendly and collaborative work environment

We are currently seeking a full-time Housing Coordinator responsible for providing as-needed general maintenance and repairs for all Band Owned Housing.

Purpose

The Housing Coordinator is responsible for assisting the Housing Manager in coordinating the Klahoose First Nation rental houses & housing maintenance and provides assistance to homes owned by members.

Responsibilities

Under the supervision of the Housing Manager, the duties and responsibilities of the Housing Coordinator include, but are not limited to, the following:

Inspections and Maintenance

- Assist the Housing Manager in inspecting rental homes at least twice per year to determine priority for maintenance and repairs, submitting reports for review, assisting with planning necessary work to be completed, communicating with members, and prepare completion reports.
- Assist the Housing Manager in meeting with tenants on an as-needed basis to discuss any home/rent related issues, documenting communication, and submitting reports to Housing Manager for review, creating action plans, and documenting follow up procedures.
- Work with the Housing Manager to identify emergent and as-needed maintenance and renovation work on all homes, submit reports for review, and assist with planning necessary work to be completed, communicate with members, and prepare completion reports for any work undertaken.



Klahoose
First Nation

- Coordinate work orders with the Housing Maintenance staff for minor Housing related repairs/upkeep, oversee the quality of the work completed by Housing Maintenance staff for these repairs/upkeep, document any deficiencies/difficulties, report to Housing Manager, and keep clear/concise records of work completed.
- Cover the Housing Manager's roles and responsibilities during absences.
- Create professional relations with Elders, to collaborate and to ensure their homes are cleaned and in good repair.

Administration

- Assist the Housing Manager to create/administer tenant agreements and housing related policies.
- Identify funding opportunities for repairs and renovations to homes, and together with the Housing Manager, apply for identified funding opportunities.
- Together with the Housing Manager & Housing, work to build the Asset Management Program & Software.
- Prepare housing section of the community newsletter, as required.
- Respond to after-hours calls, texts, and/or emails from members relating to necessary emergent issues relating to housing, communicate with the Housing Manager, and assist in prioritizing events, and creating plans to address and attend to emergent housing needs.

Tenant Relations

- Meet with tenants to discuss their roles in maintaining their homes in good repair.
- Assist in creating and executing educational opportunities to enhance tenant abilities to maintain their home.
- Assist in creating and submitting reports.
- With the Housing Manager, create cleanliness standards (including debris removal) with tenants, implement planned standards, assess progress, and complete required reporting for review.
- With the Housing Manager, write Collection Letters for rents in arrears, submit to Housing Manager for review, and follow up with members.

Emergency Management

- If requested, take an active part in the Emergency Planning Committee, including all meetings, training, call-outs, etc.



Klahoose
First Nation

The successful candidate will possess the following qualifications:

Education and Work Experience:

- Post-secondary education or formal training in administration, home inspection, house maintenance, or home building and renovations, etc.
- At least two years' previous administration experience, along with effective member service experience.

Knowledge, Skills and Abilities:

- General home inspection experience to identify maintenance issues.
- General home renovation and building experience.
- Working knowledge of First Nations structure, and of funding opportunities for First Nations housing.
- Clear and concise communication style both verbally and in writing.
- Demonstrated organizational skills to effectively prioritize workload and meet deadlines.
- Effective interpersonal and organizational skills and the ability to maintain effective working relationships.
- Ability to handle confidential information with tact and discretion.
- Demonstrated ability to work effectively, both independently and as part of a team.
- Intermediate skills using a variety of computerized software packages such as Microsoft Office Suite (e.g., Excel, Word, PowerPoint), SharePoint, related databases and the Internet.
- Must possess valid BC Class 5 Drivers License.
- Able to obtain a satisfactory Criminal Records check.

The position offers a competitive employment package and compensation commensurate with experience in a friendly and collaborative work environment. Preferential hiring will be given to First Nations candidates, followed by Indigenous individuals, followed by experience working with First Nations, cultural understanding is imperative.

Kindly forward your resume and with cover letter via email to recruitment@Klahoose.org

Klahoose First Nation welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

For more information, check us out online at <https://www.klahoosefirstnation.org/>