

JOB POSTING DETAILS

Employer	Batchewana First Nations	Job Type	RI
Job Title	Tenant Relations Officer	Duration	Full Time
Job ID	11392	Location	Sault Ste. Marie
Date Posted	September 7, 2021	Closing Date	September 24, 2021

Job Overview - Description & Duties**POSITION SUMMARY**

The Tenant Relations Officer is responsible for establishing an applicant base, offering support services to tenants and families, establishing a network of contacts to whom tenants can be referred to, assist tenants in budgeting, and home maintenance/care.

Salary Range: \$29,396.73 to \$37,625.00 (Pending Education & Experience)

Required Skills**QUALIFICATIONS & EXPERIENCE**

- Post-secondary education in the Social work field and a minimum of five (5) years' experience in working with aboriginal people.

KNOWLEDGE, SKILLS & ABILITIES

- Experience in the Social Work field; with proven interviewing and problem-solving skills. Good working knowledge of social housing programs and the BFNs policy and procedures.
- Knowledge of diverse client group and needs. Knowledge of the aboriginal community and relevant issues. Awareness of Aboriginal traditions and culture.
- Excellent organizational, negotiation, communication and interpersonal skills. Ability to evaluate situations and summarize into report format. Tact, diplomacy and discretion in handling confidential issues.
- Possesses knowledge of Tenant Protection Act, Human Rights Code, Health and Safety, etc. And be familiar with CMHC housing.
- Good working knowledge of social housing programs and the BFN policy and procedures.

Other Requirements**CONDITIONS OF EMPLOYMENT**

- Favorable CPIC with Vulnerable Sector Check
- Travel may be required.
- Valid G Drivers License, insurance and access to a vehicle

How to Apply

Based on the current COVID-19 Pandemic restrictions please forward your cover letter and resume to email:

humanresources@batchewana.ca Subject Line: Tenant Relations Officer

ALL APPLICATIONS MUST BE RECEIVED BY September 24, 2021 AT 12:00 PM (Noon).

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Batchewana First Nation welcomes and encourages applications from people with disabilities. If you require accommodations please contact the Human Resources department at 705-759-0914. First Nation preference in hiring. Please visit us at www.batchewana.ca