

## JOB POSTING DETAILS

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|--------------------|--|---------------------|-------------------|
| <b>Employer</b>    | Garden River First Nation (Ketegaunseebee Garden River First Nation) | <b>Job Type</b>     | RI                |
| <b>Job Title</b>   | Manager, Housing   | <b>Duration</b>     | Full Time         |
| <b>Job ID</b>      | 11829  | <b>Location</b>     | Garden River      |
| <b>Date Posted</b> | November 30, 2021  | <b>Closing Date</b> | December 13, 2021 |

### Job Overview - Description & Duties

#### GARDEN RIVER FIRST NATION IS HIRING

In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.

Position: MANAGER, Housing  
 Starting Range: \$63,674.00 - \$71,638.00 (Pending Education & Experience)  
 Location: Administration Office  
 Report to: Executive Director

#### POSITION SUMMARY

Reporting to the Executive Director, The Housing Manager is responsible for overseeing and managing housing staff, Garden River First Nation Housing Department (GRFNHD) programs and services, as well as planning and supervising construction and renovation projects. The programs and services include but are not limited to the On-Reserve Mortgage Program, Renovation Loan Program and Canada Mortgage and Housing Corporation's Section 95, Residential Rehabilitation Assistance Program (RRAP) and Home Adaptation for Senior Independence (HASI) Programs. The Housing Manager functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

#### DUTIES:

##### Planning

- Leads the development of the Departments goals and objectives
- Responsible as a team member to deliver the 10-Year Capital Housing Plan for the Housing Department
- Works with Canada Mortgage Housing Corporation (CMHC) on all housing programs to ensure compliance

##### Project Management

- Collaborate with stakeholders to determine the specifications of the project; Perform risk management to minimize project risks
- Negotiate with external vendors to reach profitable agreements; Hire contractors and other staff and allocate responsibilities
- Plan all construction operations and schedule intermediate phases to ensure deadlines are met
- Oversee the supervision of the work of the Construction Management Supervisor in construction development
- Evaluate progress and prepare detailed reports with Construction Maintenance Supervisor
- Coordinate internal resources and third parties/vendors for the flawless execution of projects

- Ensure time management of all projects are delivered on-time, within scope and within budget
- Measure project performance using appropriate systems, tools, and techniques
- Reports to Senior Management all housing developments, delivery, and construction of approved projects

#### Tenant Property Management

- Act as a landlord for Garden River Housing; Ensure proper maintenance and inspection are completed on a regular and as needed basis

#### Financial Management

- Prepare and monitors departmental operating budgets keeping in budget, and assists with annual financial audit
- Prepare financial reporting as required to funders and Senior Management
- Responsible for administering all lending programs ensuring all necessary documents are completed
- Oversees the financial commitment of the Housing Department programs and services

#### Administration

- Preparing Manager reports and presentations to Chief & Council and Community as necessary
- Prepares all necessary proposal submissions and research in a timely manner
- Ensures the department follows procedures and policies by adhering to the Housing Policy and related policies
- Participates in meetings at the management level and collaborates with other departments
- Performing other duties as may be required or assigned

### Required Skills

- Required post-secondary degree in Business Administration and/or related field;
- Required five years related employment experience;
- Supervisory experience in effectively managing a team;
- Construction management skills in project development and delivery;
- Related experience including: construction knowledge, business knowledge, accounting and financial background;
- Must undergo a criminal record check prior to employment (At Applicant Expense).

### Other Requirements

NA

### How to Apply

\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\*

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: December 13th, 2021 at 4:30pm. Please address the envelope and/or email " Housing Manager- 2021-100" and submit to:

Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

COME JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE FOR KETEGAUNSEEBEE.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.  
We thank all applicants for their interest; however only those selected for an interview will be contacted.