

Job Posting

Career Opportunity: Coordinator of Housing

Department: Capital Works and Services
Salary Grade 6: (Min. \$57,254.00 – Max. \$77,102.00)

Status: Permanent
Location: Val-d'Or or Waskaganish

Core Functions

The Coordinator of Housing act as the specialist for the Cree housing file within the Cree Nation Government and provides technical support to the Cree communities and to the regional negotiating team for the housing file. Furthermore, the incumbent, in collaboration with regional and local housing staff, oversees the implementation of the program 1.3A respecting the private housing initiative and program 1.3 respecting Community Social and Rental Housing of the Program Structure related to the New Relationship Agreement with Canada.

The incumbent is also responsible for assisting the Cree Local Administrations with all their reporting requirements to CMHC for section 95, renovation funding, Residential Rehabilitation Assistance Program and any other CMHC programs in order to ascertain a prompt delivery of the subsidies and funding from CMHC to the Cree communities.

Administrative Responsibilities

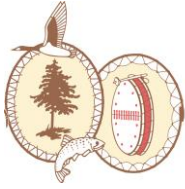
- Assist the Cree Local Administrations in all their reporting requirements to the CMHC.
- Meet regularly with CMHC official to discuss the Cree Nation file with CMHC and to discuss the CMHC Programs.
- Develop tools and documents required for reporting to the CMHC.
- Participate in the Eeyou Miichuwaap and the Director of Operations and Treasures' meetings to present the status of the files with CMHC.

Reporting Responsibilities

- Provide quarterly and annual progress reports to the Cree communities and to the Cree Nation Government.

Managerial Responsibilities

- Supervise and lead direct reports.
- Assist with development of team objectives, as well as individual objectives for direct reports by ensuring that performance is aligned with those objectives.
- Identify training needs, recommend solutions, and support training and development.
- Conduct periodic performance evaluations for direct reports and assist supervisors through formal performance evaluations and regular one-on-one meetings.
- Promote ongoing, effective and open communication with employees. Keep staff members informed of decisions that impact them and/or their department.



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Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

- Bachelor's degree in Architecture, Civil Engineering, Business Administration or related field.

Experience

- Three to five years of relevant work experience.

Language

- Fluency in verbal Cree.
- Fluency in English.
- Fluency in French is an asset.

Knowledge and Abilities

- Customer-focused and service-oriented.
- Proven ability to communicate effectively.
- Strong organizational skills and ability to coordinate multiple projects and respect deadlines.
- Strong judgment and proven ability to problem-solve.
- Demonstrated ability to take initiative.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Typical office setting where there are no unusual physical demands.
- Willingness to travel frequently.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From September 9, 2020 to September 24, 2020

Application

Your application must be sent by email with the competition number: **CWSD-200903-1**

Valerie Mianscum
Recruitment Officer
Email: hr@cngov.ca
Tel.: 819-673-2600