



## JOB POSTING – SIMPCWEMC (External)

**POSITION/TITLE:** **Housing Manager**  
**DEPARTMENT:** **Housing Department**  
**TERM:** **Full Time (35 hours)**

Simpcw is a progressive organization with their main office located in Chu Chua near Barriere, BC and less than one-hour drive from Kamloops, BC. Simpcw offers competitive remuneration packages to their full-time employees and has a friendly, positive work environment with great career advancement opportunities.

The housing manager is responsible for ensuring that housing on reserve and owned by Simpcw First Nation is managed efficiently, including maintenance, repairs, and tenant relations. This position will also ensure health and safety standards are adhered to through annual inspections. This position will prepare applications for various housing programs for both renovations and new builds and must be detail oriented, with a strong ability to ensure schedules and reporting are maintained. This position will ensure that housing policy is adhered to and work closely with community members and other departments to ensure community needs are being met.

### **Nature & Scope of Work:**

The purpose of this position is to manage the Housing Department of Simpcw to ensure community needs for housing on reserve are being met. Working closely with the Housing Committee this individual will provide leadership in policy, planning and tenant relations to ensure Simpcw First Nation housing stock is well maintained, repaired, and increased as necessary. Ensuring efficient record keeping will be critical to this role and organization of records will be a key requirement. This person may oversee employees and must have knowledge of best practices for human resources including performance reviews, evaluations and coaching of employees. The successful applicant will possess excellent communication skills, both written and spoken, to ensure community members concerns can be addressed efficiently and required reporting is completed in a timely manner.

### **Qualifications:**

- The ideal candidate will have bachelor's degree, diploma or certificate in Business, Administration, Project Management, or a related field.
- A combination of experience in housing administration and education will be considered.
- Must have a valid Class 5 BC Driver's License and a clean driver's abstract, to be maintained throughout employment.
- Name-based or Certified Criminal Record Check with vulnerable sector check.

### **Skills and Abilities:**

- Excellent verbal and written communication skills included demonstrated ability to prepare reporting.
- Knowledge of financial practices and accounting procedures.
- Ability to understand, develop and adhere to budgets and work plans.
- Knowledge of applicable building codes and health and safety standards for housing.
- Ability to conduct annual housing inspections to a pre-set standard.
- Ability to read and comprehend technical documentation.
- Ability to develop and adhere to schedules and budgets for repairs and maintenance of housing.
- Working knowledge of administration of reserve lands, including certificates of possession.
- Ability to review and update housing plans.
- Ability to ensure adherence to relevant policies.
- Demonstrated efficient decision making.
- Ability to manage tenant relations including lease agreements and arrears when necessary.

**Hours of Work:** Normal shift for this position is Monday to Friday, 7 hours per day.

**Deadline for Applications:** Until Filled

**Job Commences:** Immediately or at availability of successful candidate.

**Salary:** Commensurate with experience

Submit a resume that demonstrates your qualifications and experience via email to: [band.administrator@simpcw.com](mailto:band.administrator@simpcw.com)

This posting may remain open until the position is filled. Only those selected for an interview will be contacted. Preference will be given to persons of Simpcw or Aboriginal ancestry as per Section 16 (1) of the *Canadian Human Rights Act*. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.