



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Housing Clerk

Location: Sarnia, ON

Duration: Permanent Full-time

Posting Closes/Deadline: May 1st, 2024

Tentative Interview Dates: May 6th-10th, 2024

Purpose of the Position

The Housing Clerk will provide an array of Clerical and Administrative services to the Aamjiwnaang First Nation Housing Department. The position performs a wide variety of administrative support services, all of which contribute to the efficient and professional operation of the Housing department.

Responsibilities

Administrative Duties:

- Responsible to the Housing Coordinator for the assisting with administration of all Housing Programs
- Set up and Maintain all files for the CMHC Housing, Mortgages, Renovation Loans and Band Rental programs
- Prepare Purchase Order requisitions for approval and maintaining a log
- Assisting Community Members with their Housing application and quotes
- Attends Housing Committee meetings and making travel arrangements as required
- Assist in organizing Housing Committee meetings and other appropriate meetings as required by the Chairperson and Housing Coordinator
- Assists in confirming contractor's proof of insurance and WSIB coverage.
- Maintain a list of contractors
- Assist in inspections as required

Clerical Duties:

- Prepare meeting agenda and packages, as requested by the Chairperson and Housing Coordinator
- Records and transcribes Housing Minutes for Committee and Council Review
- Maintain files of meeting information and minutes

Other:

- Other duties as assigned.

Minimum Requirements

- High School Diploma
- Post Secondary Education in Office Administration or related field an asset
- Valid driver's license and reliable transportation
- High level of computer and word processing skills.
- High level of clerical skills; good knowledge of acceptable office practices.
- Ability to build and foster relationships with staff, community members, and Chief and Council
- Sensitivity to Indigenous issues

Knowledge, Skills, and Abilities

- Good Public relations skills, including an appreciation of the need for confidentiality and a positive approach with the public
- Ability to work with limited supervision; good organizational and communication skills.
- Excellent Computer skills including advanced excel
- Knowledge of housing program, CMHC regulations, home construction and maintenance would be an asset.
- Clerical work experience.

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Application Process

If you are interested in this opportunity, kindly forward your resume and cover letter via mail, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5
Attention: Ashley Fisher, Human Resources Officer
Or
humanresource@aamjiwnaang.ca
Or
519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca