



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0  
Main Office (250) 750-4415 Fax: (250) 750-4420

## **JOB POSTING** **Temporary Housing Coordinator**

McLeod Lake Indian Band is looking for an organized individual with a strong attention to detail and excellent communication and time management skills for the position of Housing Coordinator. Under the direction of the Housing Manager, along with advice of the MLIB Housing Committee, the Housing Coordinator is responsible for day-to-day operations of rental properties owned by the McLeod Lake Indian Band. The Housing Coordinator is responsible for managing a portfolio currently of 58 housing units on two MLIB Indian Reserves. The Coordinator will ensure that all operations are conducted in a respectful and responsible way. This role will involve computer and administrative skills and will require frequent communication with band members.

### **RESPONSIBILITIES**

Under the direction of the Housing and Building Manager, with input from the Housing Committee, the Housing Coordinator is responsible for, but not limited to:

- Interviewing and reference checking of prospective tenants.
- Recommending the acceptance of tenants for housing.
- Processing of tenant applications for housing and the assignment of appropriate housing.
- Assisting tenants to set up rental payments.
- Preparing and negotiating housing tenancy agreements: including rent and service charge arrears, nuisance, harassment and misuse of property.
- Dealing with breaches of tenancy agreements.
- Setting rental rates.
- Administering collection and developing policies to minimize arrears.
- Dealing with reports of abandoned tenancies, squatters, and unauthorised occupiers.
- Preparing tenancy cases for action including evictions.
- Dealing with individuals and families who could be going through stressful situations.
- Supervising housing support staff.
- Assessing the physical condition of rental houses
- Hiring or contracting workers/contractors to repair housing deficiencies in an efficient and cost-effective manner to ensure that all Band properties are in good condition and maintained.
- Supporting the strategic goals, and development of suitable work plans and policies and procedures.
- Preparing budgets for inclusion into departmental budget.
- Identifying future housing needs and recommend solutions.
- Recommending changes to the Housing Policy as required.
- Communicating with tenants, other MLIB Departments, senior management, MLIB. Housing Committee, and Chief and Council.
- Delivering housing training/workshop sessions to the tenants, staff, Membership, Chief and Council, and other interest groups.
- Managing, directing and developing subordinate professional, technical and teambuilding of staff and clients.

The Housing Coordinator will have good interpersonal skills and be able to defuse situations which may be of a stressful nature. The person must be able to work with other employees of McLeod Lake Indian Band in a respectful and collaborative manner.

The Housing Coordinator will have a good knowledge of housing rental management and the care and maintenance of housing units, the contracting and supervision of repair and maintenance services; Microsoft Office, Band financial procedures, Land Management Code, and other policies related to housing rental.

The Housing Coordinator will be required to travel. While most of the work can be done within regular MLIB business hours, additional hours of work and /or flexible hours of work will be required from time to time to attend to meetings and to respond to emergencies.

Interested qualified applicants should forward a cover letter and resume to:

Human Resources Advisor  
McLeod Lake Indian Band  
General Delivery, McLeod Lake, BC V0J 2G0  
E-Mail: hrdept@milib.ca

**Closing Date:** February 15, 2023

*Note: No Phone Calls Please. Only those short-listed for an interview will be contacted.*