



McLeod Lake Indian Band

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

Job Posting 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 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.

Key Responsibilities:

- Interviewing and reference checking of prospective tenants.
- Recommending the acceptance of tenants for 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.
- Administering collection and developing policies to minimize arrears.
- Delivering housing training/workshop sessions to the tenants, staff, Membership, Chief and Council, and other interest groups.
- Preparing tenancy cases for action including evictions.
- Dealing with individuals and families who could be going through stressful situations.
- Assessing the physical condition of rental houses and assisting in developing maintenance plans.

Education and Experience:

- 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, common financial procedures.
- Preference will be given to employees that demonstrate knowledge in Land Management Code, and other policies related to on-reserve housing rental.
- A Class 5 Drivers license and vehicle.

The position will be located at the offices of McLeod Lake and will require in-person work. The hours of work will vary and include evening and weekend work. Transportation may be provided from Prince George or Mackenzie.

For a complete job description please contact the HR Department below:

Please submit resumes and cover letters to:

Attention: HR Advisor

Email: hrdept@mlib.ca

Deadline to apply: July 05, 2024

Posted: June 12, 2024