

Posted January 31, 2019



EMPLOYMENT OPPORTUNITY

Tenant Relations Worker *Permanent, Full-time*

The Whitefish River First Nation is seeking a motivated individual to fulfill the role and responsibilities for the position of Tenant Relations Worker.

Under the direction of the Housing Manager, the successful applicant will be responsible for, but not limited to the following key responsibilities:

- Implement an arrears management plan for the Whitefish River First Nation.
- Maintain a data base on all housing accounts.
- Maintain controls on rent receipts and cheques.
- Provide tenant counselling as required.
- Research previous housing accounts.
- Prepare necessary documents for tenant selection review.
- Provide orientation to tenants.
- Maintain insurance copies for all tenants.
- Attend meetings and training relevant to the Housing Program.
- Prepare monthly reports and provide recommendations when necessary.
- Other duties as requested by Whitefish River First Nation.

Qualifications:

- Certificate or Diploma in Public Administration or equivalent.
- Bookkeeping certificate or equivalent would be an asset.
- Understanding of Whitefish River First Nation Culture.
- Understanding of the Whitefish River First Nation Housing Policy.
- Must have excellent written and verbal communications skills.
- Must have a high level of competency in computer software including Microsoft Office (Word, Excel, Outlook, etc.)
- Valid driver's license.

Interested applicants to forward a cover letter and resume with 3 current letters of reference no later than 12:00 pm, February 22, 2019. We thank all applicants, however only those selected for an interview will be contacted.

Whitefish River First Nation
17A Rainbow Ridge Road
Birch Island, ON, P0P 1A0
Attn: Georgina Recollet, Housing Manager
Or via email georginar@whitefishriver.ca