



**SENIOR MANAGER OF HOUSING – 108-24-5**  
**Housing, Built Environment**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **July 31, 2024**, for the **Senior Manager of Housing** with **Housing, Built Environment**, Department. The Six Nations of the Grand River Application for Employment Form, Job Posting, and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications are accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

**Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The **Senior Manager of Housing** reports to and works under the direction and supervision of the **Director of Built Environment (DBE)**.

**PURPOSE AND SCOPE OF THE POSITION:**

To assist the Six Nations of the Grand River Elected Council and Housing in the performance of their statutory and administrative duties as related to Six Nations Housing within the policies and procedures established by the Six Nations Council for the Housing Department.

To manage the operations of the Six Nations Housing including planning, developing, implementing and administrating the programs, projects and policies established for the Six Nations Housing.

<b>Type</b>	Full Time
<b>Closing Date</b>	July 31, 2024
<b>Hours of Work</b>	35hrs/week
<b>Wage</b>	\$98,400/year

\*A competitive compensation package will be offered commensurate with qualifications. \*

**BASIC QUALIFICATIONS:**

**Minimum Qualifications:**

- Post Secondary Graduate in Business or related discipline with a minimum of 3+ years work experience including supervisory responsibilities OR Grade 12 (or equivalent) with a minimum of 5+ years related work experience including supervisory responsibilities.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Must have working knowledge of mortgages, loans and interest calculations and their application.
- Knowledge of Six Nations Housing programs as well as federal/ provincial government programs and policies in the Housing area would be an asset.

**Other Preferred Qualifications:**

- First Nations Housing Professionals Association (FNHPA) designation
- Highly self-motivated, work independently, ability to conceptualize, research and develop programs, policies and procedures.
- Possess good organizational and analytical skills with ability to supervise, direct, prioritize and assign tasks and personnel in an efficient and effective manner.
- Must have excellent interpersonal communication skills.
- Working knowledge and computer skills in Microsoft Word, Access and Excel.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance, please reach out to **Kalvin Egan**, HR Business Partner at 519-445-2223 ext. 5721 or via email at [HRBP5@sixnations.ca](mailto:HRBP5@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in, and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Senior Manager of Housing – Full Time – 108-24-5**  
 c/o Reception Desk  
 Grand River Employment & Training (GREAT)  
 P.O. Box 69, 16 Sunrise Court  
 Ohsweken, Ontario N0A 1M0



## POSITION DESCRIPTION

**POSITION TITLE: Senior Manager of Housing**

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the **Director of Built Environment (DBE)**.

**PURPOSE AND SCOPE OF THE POSITION:**

To assist the Six Nations of the Grand River Elected Council and Housing in the performance of their statutory and administrative duties as related to Six Nations Housing within the policies and procedures established by the Six Nations Council for the Housing Department.

To manage the operations of the Six Nations Housing including planning, developing, implementing and administrating the programs, projects and policies established for the Six Nations Housing.

**KEY DUTIES & RESPONSIBILITIES:**

**1. TECHNICAL FUNCTIONS**

- Research, and develop and prepare proposals on new Housing programs or initiatives and present to the Building and Infrastructure Committee for ratification prior to implementation.
- Research and prepare position papers with pros and cons prior to recommending implementation or rejection of new government programs or initiatives.
- Develop policy guidelines on new Housing programs/initiatives for approval of Committee and Council.
- Develop standards and procedures to guide staff on the deliver of the program, initiative.
- Review and evaluate programs and policies for effectiveness.
- Provide program orientation to staff.

**2. COMMUNICATIONS**

- Negotiate representative of outside agencies, i.e. government financial institutions for funding or program deliver changes.
- Compose briefing notes, updates for the DBE, CEO, Committee and Council as required.

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- Investigate complaints, compile information and recommend solutions to Committee and/or complainant.
- Meet with Housing clients to discuss issues, concerns.
- Respond to inquiries from the public either verbally or written.
- Revise and recommend program or policy changes to Committee if desired objectives are not met.

### **3. ADMINISTRATIVE**

- Approve loans in accordance with policy.
- Compose yearly report of Housing activities for Council/community.
- Ensure the Community-Based Housing Plan is submitted on a yearly basis.
- Compile Housing information for inclusion in the yearly Capital Assets Management System report.
- Prepare recommendations for Committee approval.
- Carry out resolutions or directives of Committee/Council.
- Coordinate planning for residential development.
- Carry out the foreclosure process on defaulted loan accounts.
- Draft contracts, agreements and promissory notes for review by Housing's solicitor prior to utilization.
- Commission for taking affidavits for Housing/Council related business.
- Enforcement of policy in relation to Housing properties.

### **4. FINANCIAL**

- Review monthly financial statements.
- Approve Housing operations/administrative accounts for payment.
- Monitor expenditures to ensure they are within budget.
- Prepare annual budget including any planned projects or activities along with an estimate of costs involved.
- Prepare annual work plan for approval of Committee/Council.
- Monitor operational/program expenditures and financial status to ensure planned objectives are met.
- Analyze and recommend increase/decrease to program and other operational items in the budget.

### **5. SUPERVISORY**

- Ensure all programs are administered according to prescribed policies and procedures.
- Ensure all programs are delivered efficiently and effectively.
- Communicate the goals or decisions of Committee/Council to staff and ensure decisions of Committee/Council are carried out.
- Provide supervision and direction to staff.
- Analyze workload and determine need for restructuring or additional staff.
- Prepare job descriptions.
- Evaluate employee work performance on an on-going basis.
- Assess need and approve training for staff.
- Assess and approves leaves.
- Apply disciplinary action when necessary.
- Resolve staff complaints/conflicts.

## **6. OTHER DUTIES**

- Perform other related duties assigned by the Director of Built Environment & Chief Executive Officer as required.

### **WORKING CONDITIONS:**

- Required to work independently, requires motivation and high degree of initiative and fortitude to attain the aspirations of Six Nations Housing; must be flexible with the ability to adjust and respond to new and varied requirements of the position, must frequently interact with the public/Committee with tact, diplomacy and sensitivity; frequent interruptions and stressful situations; attend out of town meetings and work unscheduled hours when necessary; must maintain confidentiality and act in the best interests of Six Nations Housing.

### **WORKING RELATIONSHIPS:**

#### With the Director of Built Environment/Chief Executive Officer

Receives direction, guidance and encouragement; discusses plans and priorities.

#### With Political Committee:

Act as a resource person; provides information to keep Committee up to date on department/ Housing activities; recommends new initiatives, programs or policies for development or revision.

#### With Housing Department Staff:

Provides guidance, assistance, supervision and encouragement; seeks input, opinions and teamwork from co-workers to improve service to community.

#### With Other Staff:

Promote teamwork with all staff in a courteous, co-operative manner.

#### External Agencies:

Represents and promotes Six Nations interests relative to the development and improvement of Housing in the community; maintains a sound professional working relationship.

#### With the Public and Tenants:

Requires extensive interaction with the public. Represents and promotes Six Nations Housing in a courteous, positive and cooperative manner. Provides information, direction and assistance, and must maintain a friendly, cheerful, courteous and cooperative disposition while maintaining tact, discretion, diplomacy and confidentiality.

### **KNOWLEDGE AND SKILLS:**

#### Minimum Qualifications:

- Post Secondary Graduate in Business or related discipline with a minimum of 3+ years work experience including supervisory responsibilities OR Grade 12 (or

equivalent) with a minimum of 5+ years related work experience including supervisory responsibilities.

- Must have working knowledge of mortgages, loans and interest calculations and their application.
- Knowledge of Six Nations Housing programs as well as federal/ provincial government programs and policies in the Housing area would be an asset.

**Other Preferred Qualifications:**

- First Nations Housing Professionals Association (FNHPA) designation
- Highly self-motivated, work independently, ability to conceptualize, research and develop programs, policies and procedures.
- Possess good organizational and analytical skills with ability to supervise, direct, prioritize and assign tasks and personnel in an efficient and effective manner.
- Must have excellent interpersonal communication skills.
- Working knowledge and computer skills in Microsoft Word, Access and Excel.

**IMPACT OF ERROR:**

Errors in the fulfillment of duties could result in financial loss and legal liability, errors in conduct would lead to poor public relations and loss of credibility to Six Nations Housing.

**CONTROLS:**

Guiding principles set by the Chief Executive Officer and Six Nations of the Grand River Elected Council. Works within the administrative policies and procedures established for Six Nations Housing and those set out in CMHC program guidelines and other legislation provided by the respective government agencies.