



Join Our Team!

LAKE BABINE NATION

Posted: January 8, 2019; Until Position Filled

DIRECTOR OF HOUSING

The Director of Housing coordinates the construction of affordable housing, ensuring they are timely and up to standard. He/she develops and implements plans for administration of housing project and procedures for making housing assignments, including assessment of current availability and future buildings. The Director of Housing reviews occupancy reports to ensure that applications, selection of tenants and assignment of dwelling units are in accordance with rules and regulations. He/she, with the Housing Coordinator / Manager, surveys local rental rates and participates in the setting of rental rates according to occupants' income and accommodation requirements. The Director of Housing is responsible for the management of housing operations.

Responsibilities

- Prepare operational Housing budget requests and receive accounts for and disburse funds. Develops and monitors the program's budget; oversees financial well-being of the program by analyzing cost effectiveness and exercising cost controls; prepares, submits and justifies budget enhancement requests to the Housing Manager and Executive Director.
- Conduct analyses of management and maintenance costs to determine areas where cost reductions can be affected.
- Study housing demands, occupancy and turnover rates, and accommodation requirements of applicants to recommend policy and physical requirement changes.
- Promote harmonious relations among tenants, housing project personnel, and persons of the community.
- This position may manage a housing department that delivers multiple programs such as; CMHC Social Housing, Capital Housing, Band Owned Housing
- Review development proposals to ensure compatibility with land use and zoning regulations, compliance with stated housing goals and policies, reasonableness of development and acquisition costs, and feasibility of project operation costs and future net operating income.

Qualifications

- Bachelor's degree in Administration or related field.
- Knowledgeable about low income housing programs and associated funding sources.
- Proven experience with financial budgeting.
- Effective communication skills with co-workers and Lake Babine Nation citizens.
- Effective Negotiation skills • Highly proficient experience with Proposal writing and reports.
- Supervisory and human resource management skills.
- Knowledge of Lake Babine Nation Traditions and Territory, an asset.
- Class 5 Driver's License and reliable vehicle, an asset.

• Moving Allowance

- Christmas Incentive and paid time off between Christmas and New Years
- 12 earned days off per year, in lieu of any overtime
- Medical and Dental Benefit premiums paid by employer

APPLY NOW!

Philine West, *Human Resources Assistant*

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Successful candidates of short-listing will be contacted