



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2  
tel 250.679.3203 • fax 250.679.3220

## **LITTLE SHUSWAP LAKE BAND JOB POSTING – RESIDENTIAL PROPERTY MANAGER**

Under the supervision of the Executive Director for Administration, the Little Shuswap Lake Band (LSLB) Residential Property Manager (RPM) will assume responsibility for the management and daily operations of LSLB's Housing Department. This will include the management of Band owned rental property, CMHC rental property, Elder rental units, private mortgaged housing, and privately-owned housing. The RPM will also be responsible for actioning and coordinating renovations related to health and safety, lifecycle rehabilitation and energy efficiency and accessibility improvements and project management for new home construction. Other duties may be required as directed by the Executive Director.

Duties include:

### **SPECIFIC HOUSING RESPONSIBILITIES:**

- Manage the Housing Department in accordance to LSLB Housing Policy and direction provided by the LSLB management team and leadership,
- Provide direction and supervise Housing Department staff (including maintenance, administrative, and clerical staff that may be shared with other departments),
- Drafting, implementing and making recommendations to refinement of existing policies related to housing,
- Create/amend Housing Policy and Elder's Policy,
- Create Bylaws,
- Educate staff and community members on existing policies,
- Liaise daily with community members and housing related people who attend the band office,
- Prepare housing meeting agendas and facilitate housing meeting topics,
- Continue to build the capacity of the Housing Department by attending meetings, training workshops and conferences, etc. that pertain to housing,
- Be an active participant in the LSLB management team and work together to achieve community goals,
- Work with LSLB Emergency Management Committee to advise on all housing related issues,
- Seek and manage funds from Indigenous Services Canada (ISC) or other funding sources for governance and capacity building programs and capital funding needed to support LSLB's Housing Program. Funds are required to support new

construction and priority renovations including health and safety and lifecycle rehabilitations needs.

- Coordinate all programs and projects related to housing including: LSLB rental program, new construction, renovations, rehabilitation and inspections,
- Contract and work with the relevant inspectors (Environmental Health Officer, Remediator and Building) for housing and renovations,
- Provide training, supervision, and leadership to employees,
- Support other department managers and supervisors with financial and/or other relevant information,
- Coordinate timely implementation of repairs, maintenance, and renovations,
- Work with the Finance Department to prepare annual budget, manage funds and produce required housing reports,
- Work with Tenants to avoid rental arrears and develop rental arrear repayment plans as required,
- Tracking of all Housing Department expenditures (new construction, renovations, rehabilitations, and health and safety remediation/renovations, etc.),
- Work closely with ISC and CMHC to ensure timely application, progression and completion of all housing projects,
- Ensure individual files are kept for all housing rental tenants, housing grant recipients, and renovation grant recipients,
- Keep an organized filing system (digital preferred) of all LSLB Housing records,
- Prepare tenders for housing projects as required,
- Complete Housing project progress and finalization reports as required.
- Assist members and public with housing enquiries (i.e. Housing Maintenance, Housing Policy, Certificate of Possession, Land Transfers, etc.),
- Assist community members with mortgage applications,
- Work closely with Lands Manager to coordinate land and housing matters that may overlap,
- Respond in a professional and timely manner to all housing-related concerns and complaints from Tenants and community members,
- Meet all internal and external reporting requirements, ensuring that all reports are complete, accurate, and on time,
- Reply to all housing correspondence, and
- Update management team and Chief and Council regularly (including financial reports) and as requested,
- Ensure that no housing matters result in the Nation being placed on the ISC suspension list or compromise the housing program,
- Work closely with Village O&M to transition construction/renovation work for on-site project management,



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## **PROPERTY MANAGEMENT AND TENANT RELATIONS:**

- Prepare and administer tenant agreements, ensuring terms of the agreement are met,
- Completion of move-in and move-out inspections noting items such as cleaning and maintenance, tenant caused damage, etc.,
- Conduct regularly scheduled inspections of rental housing to look for maintenance concerns and/or tenant damage that require attention,
- Ensure that all issues relating to health and safety, general cleanliness and appearance of the premises are resolved with the occupant,
- Resolve matters related to property damage/abuse of the premises by the occupants/guests or other related issues,
- Communicate non-compliance information with tenants, home owners, and Elders,
- Coordinate the implementation of repairs and maintenance carried out on all Band owned housing, monitor progress and track expenses,
- Review the general condition of other housing capital items such as furnaces, roofs, flooring, etc. and ensure timely replacement utilizing the Replacement Reserve funds for expenditures,
- Issue/deliver arrears letters and foreclosure/eviction notices as required and follow through with eviction/foreclosure procedures,
- Work with the Finance Department to:
  - Approve invoices,
  - Issue purchase orders,
  - Update records in accounting system,
  - Collect and record monthly rents paid and forward money collected to accounts payable clerk for deposit,
  - Perform rent calculations,
  - Collect damage deposits,
  - Closely monitor rental payments/arrears/mortgage payments to ensure compliance with Nation/CMHC/Financial Institutions,
  - Compile and maintain records on operating expenses and income, prepare reports and review rents to ensure they are inline with market value, and
  - Ensure that the Finance Manager funded the Replacement Reserve and Operating Reserve in accordance with CMHC requirements,
- Ensure that tenant “trouble” calls are acted upon,
- Receive applications from potential tenants for Chief and Council review and selection, and

- Maintain regular contact with Social Development regarding tenants who are currently receiving Social Assistance and are/or will be tenants in rental units to verify shelter costs and other relevant data.
- Educate and inform community members through all available means on all relevant housing issues, programs, and services,

## **JOB QUALIFICATIONS:**

- Minimum Grade 12,
- Excellent interpersonal and communication skills – written and spoken,
- Impeccable credentials (references),
- Capable of coordinating trades, suppliers, inspection authorities, in a timely manner,
- Capable and experienced in budget preparation and management
- Capable with obtaining competitive bids,
- Computer proficiency with Word, Excel, and Microsoft Outlook, (also Adagio – accounting program is an asset),
- Housing Management certificate an asset,
- Experience in building/contracting trade(s) an asset,
- Experience supervising employees an asset,
- Experience in policy development an asset.

**Physical demands** of this job may vary. The majority will be performed at a desk/workstation and those normally associated with a typical office environment – sitting for extended periods of time, eye strain, moderate noise from office equipment/foot traffic, working in confined area.

**Working conditions** of this is position is performed in a typical office setting. May be required to work after hours and occasional travel may be expected.

## **Supervisory responsibilities**

To be advised

## **Equipment and Software**

Microsoft Office products – Word, Excel, Outlook, PowerPoint and Publisher  
Photocopier and fax

## **Other requirements**

N/A



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<b><u>TERM OF POSITION:</u></b>	Permanent fulltime
<b><u>APPLICATION DEADLINE:</u></b>	Posted until filled
<b><u>START DATE:</u></b>	As soon as possible

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email: [hr@lslb.ca](mailto:hr@lslb.ca)  
Fax: 250.679.3220  
In person: LSLB office  
1886 Little Shuswap Lake Road  
Chase, BC VoE 1M2

While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates.