



TENANT RELATIONS OFFICER

External/Internal Posting

1 Full-Time, Permanent Position

GENERAL DESCRIPTION

The Tenant Relations Officer is a full-time, permanent position. The Tenant Relations Officer reports to the Executive Director and is responsible for establishing and maintaining positive relations with tenants occupying homes owned by Couchiching First Nation. The Tenant Relations Officer will be responsible for arrears management plans, rental agreements, tenant files, and house files.

PREFERRED QUALIFICATIONS

1. College Diploma or Certificate in business, plus two years' experience OR Ontario Secondary School Diploma (Grade 12);
2. Proficiency with word processing software (Microsoft Office);
3. Knowledge of relevant regulations, CMHC housing programs, lease agreements;
4. Knowledge of funding agencies;
5. Experience in conflict resolution and negotiation;
6. Property management, an asset;
7. Excellent organizational, administrative and listening skills;
8. Willingness to be trained in all aspects of job requirements;
9. Ability to speak Ojibway is an asset;
10. General knowledge of community services, customs and traditions.

Applications will be accepted until 3:30 p.m., September 20th, 2019. Applications must include resume, cover letter and three (3) employment related references (one of which must be from a current or recent supervisor) with permission to contact these references.

Please submit application to:

Amanda French
Human Resource Manager
Couchiching First Nation
RMB 2027, R.R. #2
Fort Frances, Ontario
P9A 3M3
Email: cfnhr@vianet.ca
Phone: (807)274-8839
Fax: (807) 274-6458

*All suitable, qualified Couchiching Band members shall be given first preference.
While we appreciate all who apply, only those selected for an interview will be contacted.
All late applications will be returned unopened.*

*All incomplete applications will be returned to the applicant.
CFN welcomes applicants from people with disabilities. A modified space is available upon request for candidates taking part in all aspects of the selection process.*

For a complete Job Description, contact Amanda French at 274-8839.