

EMPLOYMENT OPPORTUNITY

Position: CMHC Coordinator

Department: Community & Capital Planning/Residential
Development

Summary:

Under the direction of the Community Capital Planning/Residential Development General Manager, the CMHC Coordinator will be responsible for the operations of CMHC and perform other related duties that may be assigned by the General Manager of Community & Capital Planning/Residential Development.

Duties and Responsibilities:

Ensure that all CMHC programs are up to date. Primarily the RRAP, HASI, Rapid Housing Initiative and Section 95 grants and allocations.

Familiarize with CMHC in order to be aware of all opportunities available and how to access them.

Ensure that all paperwork, applications and authorizations are in place and that deadlines are met.

Continuous update of the list of occupants presently residing in the CMHC units.

Provide a history of when, how, and the length of time the occupants have been in the CMHC units and maintain these records.

Provide an update on the condition of the CMHC units.

Update and control the filing system to ensure all documents are filed promptly and properly, ensuring confidentiality of the files.

Update the computer files for the CMHC program.

Update any payments made both by the occupant and from the Social Development Department.

Update the loans payable to any financial institutions for loans to the CMHC program.

Maintain contact with the Nations insurance company to ensure that insurance is in place for all CMHC units.

Maintain a budget to include CMHC grants and Samson Cree Nation equity.

Develop, apply, and implement policy and procedure for CMHC units selection and occupation.

Develop a property/real estate management system to oversee the CMHC units operations.

Qualifications:

Minimum Grade 12, University Degree an asset.

Knowledge of computer systems and applications.

Management experience an asset.

Housing and construction experience an asset.

Property management experience an asset.

Must possess own vehicle with a valid driver's license and insurance.

Clear criminal record check

Must submit a resume with application.

Knowledge of Cree language an asset.

ALL APPLICATIONS WILL BE SCREENED

CLOSING DATE: April 6, 2022

INTERVIEWS: TO BE ANNOUNCED

For applications and further information contact

**Samson Cree Nation
Personnel Department
Box 159
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