

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

Human Resources Department



P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261

jobs@vgfn.net

Housing Manager

Reporting to the **Strategic Lead for Gwitchin Services** and working with the Housing Committee, the Housing Manager is responsible for overseeing and managing the VGG's housing program.

Primary Responsibilities:

- Manages the housing program by maintaining a database inventory and condition of rental housing units
- Makes recommendations to the Housing Committee on allocations and assignment and manages the leases in accordance to policies and processes
- Researches and develops reports in relation to forecasting housing needs
- Develops and implements a routine maintenance program in conjunction with the Building Maintenance Manager ensuring that all services are in place for all units
- Assesses all housing units to determine condition of unit and prioritizes and adjusts maintenance needs accordingly
- Ensures conditions of housing units are in compliance with all relevant codes and best practices
- Manages the success of a housing program in line with the VGG Citizen focused Five-Year Strategic Plan

Education

- Post-secondary education in business or certification in property management or housing management, or the equivalent in experience and relevant training

Knowledge & Experience

- Knowledge of Yukon First Nations, Territorial and Federal programs
- Experience in a housing management environment is required, preferably within a public service and remote environment
- Knowledge of YTG Landlord & Tenant Act, Occupational Health & Safety Regulations and Building Codes
- Knowledge of building materials and accepted construction methods is an asset
- Experience developing work plans that include assessing, identifying, developing, implementing, evaluating and monitoring information, goals and plans
- Experience successfully leading and managing multiple files or programs simultaneously in a high paced cross-cultural evolving environment

Skills

- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community members, VG Citizens, outside agencies, partners and business associates

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Intergovernmental Relations and Governance

- Excellent technology (computer applications, portals), and project management skills
- Ability to manage highly stressful situations with experience in conflict management, mediation and problem resolution
- Ability to prioritize and rank issues in relation to the overall goals of VGFN

Closing Date: May 6, 2022 or until filled

Please submit a cover letter and resume (one document) to:

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Vuntut Gwitchin Government
Email: jobs@vgfn.net