

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

Site 115, P.O Box 300, RR1

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



EMPLOYMENT OPPORTUNITY HOUSING INTERN

FT/PT Position: 1 Full-time Contract Position

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Housing Manager

Closing Date: Friday February 10, 2023

Summary: The Housing Intern under the direction of the Housing Manager is responsible for general administrative duties and maintenance to support the Housing department. This includes tasks such as providing operational support, conducting inspections, coordinating, scheduling and reporting, as well as keeping up to date on relevant legislation as it relates to housing and working effectively with Wabigoon Lake Ojibway Nation staff, housing partners, and contractors.

Duties:

- Assist with coordinating of repairs, general maintenance, and renovations of Band-owned homes as required.
- Maintain and order supplies for Housing Department as required or requested.
- Assist with the in-home assessment process which includes scheduling and record keeping.
- Supervising any staff conducting repairs, maintenance, and/or renovations of Band-owned homes.
- Building and maintaining relationships with relevant housing partners and contractors.
- Responding to, and manage crisis and/or emergency situations related to Housing.
- Complete walk-through energy audits of community and residential buildings.
- Maintain up-to-date knowledge of funding opportunities for the community, utility rates, and renewable energy opportunities.
- Clearly explain energy audit findings and deficiencies that can be addressed immediately, along with reviewing utility bills for any discrepancies and suggesting energy efficiency rebates to occupants.
- Accurately maintain and complete all necessary paperwork, records, and documents, etc.
- Attend any required relevant pre-employment training and ongoing job training, including seminars, workshops, and online courses as requested by Chief and Council.
- Any other duties as assigned or required by the Housing Manager.

Qualifications:

- A Wabigoon Lake Ojibway Nation Band member an asset.
- Post-secondary education or experience in Construction, Architectural Technology, Energy, Infrastructure or related fields is an asset.
- 2-5 years of supervisory experience within a carpentry, construction, and/or housing environment.
- Familiarity with housing programs, such as those provided by CMHC.
- Experience or knowledge with managing budgets.
- Ability to work well independently and as part of a team.
- Strong interpersonal and communication skills, both written and verbal.
- Must possess a valid G Class driver's license and access to a reliable vehicle.
- Must be willing to submit to workplace drug testing.

Please submit an updated Cover Letter, resume, and three (3) references (with permission to contact) by:
Friday February 10, 2023

Applications can be submitted by email, or in person to:
Wabigoon Lake Ojibway Nation Band Office
Attention: Human Resources
RR1, Site 115, P.O Box 300
Dryden, ON P8N 2Y4
Ph: (807) 938-668 F: (807) 938-1166
Email: humanresources@wlon.ca

LATE APPLICATIONS WILL NOT BE ACCEPTED.

WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.