



Position: Client Services and Building Coordinator

Closing: Posting will remain open until position is filled

Term: Full-Time (35 hours per week)

Salary Range: \$51,600 - \$60,630

Our Vision is "to lead the design, development, and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures."

We are currently seeking a **Client Services and Building Coordinator** For our office located in **Dryden, Ontario**.

As a **Client Service and Building Coordinator** you will be an integral member of the Property Management and Programs Team responsible for, but not limited to, all aspects of property inspection, maintenance and security of assets while ensuring superior tenant service and asset optimization. The successful candidate will be a goal oriented, organized, enthusiastic individual who understands and appreciates how safe, affordable housing contributes to quality of life and serves as a stable foundation.

PLEASE APPLY ON OUR CAREERS PAGE:

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including those who identify as LGBTQ2S+.

In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

Compensation:

In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. **This comprehensive compensation package includes:**

- Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
- Comprehensive medical & dental benefits + company vehicles available for fieldwork;
- \$1000 Health Spending Account + \$1000 Wellness Spending Account per employee
- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, and Family Day;
- Opportunity for cultural, educational, and other approved leaves;
- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity;
- A competitive salary in the pay band \$51,600- \$60,630

Duties and responsibilities will include, but not be limited to the following:

- Support OAHS's mission and vision and make significant contributions to the achievement of the corporate strategic plan.
- Contributing to achievement of division and organization key performance indicators.
- Delivering various programs according to specified policies, procedures, and program guidelines.
- Responsible for or assisting in all aspects of direct client services including but not limited to collection of rent, building and property maintenance and program compliance.
- Carrying out property inspections and preparing written inspection reports and work specifications and utilizing and maintaining data integrity in the OAHS asset planner software.
- Inspecting work performed by contractors to ensure completeness and quality in accordance with specifications.
- Securing vacated units.
- Responding to and resolving maintenance complaints and issues.
- Attending the unit with the selected tenant to ensure all required information (i.e. building maintenance, smoke and CO detectors, etc.) is understood including following up at specified intervals post occupancy.
- Delivering eviction notices to tenants as required and attending resulting Tribunal Hearings as a representative of OAHS.
- Carrying out administrative duties related to specific properties including maintaining accurate records in the OAHS property management systems, maintaining electronic and manual filing systems and program databases, and producing required reports, letters, and spreadsheets; and preparing and/or making money deposits; and
- Other duties as required.

To qualify for this role, the successful candidate will have the following qualifications and skills:

- Appreciation for Indigenous cultures and a values system that believes in assisting people.
- College Diploma/Certification in Construction/House Inspection, carpentry, plumbing, electrical or other related programs or a combination of education and related experience.
- Post-secondary education in Business or related disciplines would be an asset.
- Chartered designation from the chartered institute of Housing is preferred or willingness to undertake and successfully complete these studies.
- Demonstrated experience and knowledge in property inspection and maintenance.
- Experience with the Landlord and Tenant Board, social services, and other service sectors would be an asset.
- Demonstrated ability to work independently and within a highly motivated, professional, and results-oriented team.
- Knowledge of Microsoft Office suite and other software products (including Property Management systems).
- Ability to communicate professionally using multiple channels with a variety of stakeholders both internal and external to the organization; and
- Strong interpersonal skills and demonstrated ability to contribute to achievement of team goals.

Conditions of employment:

- Ability to travel throughout the province as required.
- Ability to work varying hours/days.
- Valid CPIC Clearance (Criminal Records check) and/or Vulnerable Sector Check.
- References.
- Current, valid Ontario Driver's Licence.
- Safe driving record (3-year Driver record search); and
- Full use of a safe, reliable vehicle.