



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Posting Type: Internal

Position Title: Housing Clerk

Location: Hiawatha, ON

Duration: Full-Time Permanent

Posting Closes/Deadline: April 2, 2025 at 11:59pm

Tentative Interview Date: April 7-11, 2025

Salary Range: \$46,410-\$51,610

About Us:

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

Under the direct supervision of the Housing Manager, the role of the Housing Clerk is to effectively assist with the daily clerical and administrative work functions of the Hiawatha First Nation Housing Program.

The Housing Clerk will assist in providing information, support and services to citizens and tenants in relation to building, renting, securing funding and maintaining HFN assets.

The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting and Relationships:

This position will report to the Housing Manager. This position will have no direct reports

Main Responsibilities:

- Provide clerical and administrative supports as required for the efficient operations of the Housing Program initiatives;
- Assist with transcribing, typing and filing correspondence, briefing notes/updates and reports;
- Provide factual information when responding to telephone, staff, and personal inquiries or direct inquiries to appropriate staff;
- Develop and utilize spreadsheets, databases and other computer applications;
- Collect key information for data entry purposes;
- Represent Hiawatha First Nation at meetings and site visits, when required;
- Establishing and maintaining relationships with all internal and external stakeholders;
- Assisting the Housing Manager with the creation and monitoring of budgets;
- Assisting the Housing Manager with preparing reports for the Executive Director, Director of Community Development and Consultation, Council, funders, committees or other agencies as required;
- Assisting the Housing Manager with preparing, verifying and processing requisitions for expenses in the department (i.e. payments to vendors);
- Assisting the Housing Manager with preparing proposal submissions, budgets for projects, etc.;
- Adhering to all HFN policies, procedures and values, while working toward overall organizational goals;
- Maintaining accurate records and up to date files and ensuring security of those files in accordance with appropriate legislation;
- Handling incoming and outgoing communication (mail, voicemail, calls and email) ensuring all are processed in a timely manner, consistent with providing service excellence;
- Working with co-workers in a positive and effective manner on various initiatives as required;
- Promote the vision, mission and values of Hiawatha First Nation;
- Assist with the Rental Application process;

- Assist with rental unit inspections and follow up to ensure deficiencies are addressed in a timely manner;
- Assist in providing Community Education regarding Housing Maintenance through newsletter, workshops etc.;
- Maintaining Housing and rental waiting list
- Other duties as assigned.

Requirements:

- Post-Secondary Diploma in Business or Public Administration preferred; or
- Minimum two years' relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Experience in a First Nations setting preferred
- Willingness to take ongoing training to stay current in the field
- Must provide a satisfactory CPIC (documentation will be required if successful applicant)
- Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- Experience with computer programs (i.e. Microsoft Office)
- Experience with common office equipment and working in an office environment
- Ability to deal with clients using utmost tact and diplomacy
- Proven problem identifying and problem-solving skills
- Knowledge of codes, legislation and programs as they relate to a First Nation
- Knowledge of Indigenous histories (i.e. residential school, sixties scoop, colonization & impacts)
- Ability to work within tight deadlines
- Ability to work as an individual and as part of a team
- Well developed interpersonal, public relations and relationship building skills
- Excellent organizational, time and file management skills
- Ability to maintain strict confidentiality
- Ability to liaise with stakeholders
- Ability to advocate for clients
- Ability to speak to groups

Behavioural Competencies:

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Indigenous-centered service approach
- Results Oriented
- Personal Effectiveness
- Dedication to continuous learning and self-improvement
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- Extended periods of sitting with moderate periods of concentration
- Local travel with some extended travel from time to time
- Interaction with employees, management and the community
- Required to go to field sites from time to time with unknown terrain
- May have to deal with upset clients from time to time
- Occasional overtime or requirement to work in the evenings and/or weekends

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation
431 Hiawatha Line
Hiawatha, ON
K9J 0E6
ATTN: Zachary Friar, HR Coordinator
By email: hr@hiawathafn.ca
By fax: 705-295-4424

For more information or a detailed job description, please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) hr@hiawathafn.ca

To find out more about Hiawatha First Nation, please visit our website at www.hiawathafirstnation.com

- 🌸 *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- 🌸 *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- 🌸 *Late applications will not be considered*
- 🌸 *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- 🌸 *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.