



# OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0

*“to be independent, proud, prosperous, unified nation, with our own culture, values, language and land” (Ochapowace Vision Statement)*

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Ochapowace Nation is a progressive nation, developing the economy, enhancing youth development through education and sports, creating an environment of safety and well-being for members, establishing a professional, successful organization as an employer of choice, and creating an effective governance system.

**Position Title:** Tenant Officer  
**Unit:** Housing & Public Works Office

**Status:** Full-time  
**Duration:** Permanent  
**Salary:** Commensurate with Ochapowace Nation salary grid

**Posting Date:** September 7, 2017  
**Closing Date:** September 21, 2017, 4:30 p.m.

**Primary purpose:** The Tenant Counsellor shall provide comprehensive housing services to the Housing & Public Works Manager and for the Membership of the Ochapowace Nation.

**Job Summary:** The Tenant Counsellor is a support position responsible to liaison on a daily basis with tenants and maintain tenant’s files ensuring that all agreements, forms and documentation are complete. Conducts move-in, move-out and monitoring inspections. Develops and implements tenant training initiatives. Ensures that the policies and procedures set out by the Housing Department are communicated to the tenants and membership of Ochapowace Nation. The Tenant Officer will be responsible to assist in the development of work plans and initiatives to address the needs and priorities of the Housing department. The Tenant Officer, under the direction and supervision of the Housing & Public works manager, will schedule meetings, prepare documents, reports, briefing notes and correspondence, assisting tenants, maintaining files, record keeping and general knowledge of various computer programs.

**Education and experience:** Preference will be given to candidate with one to two years of combined experience in the housing and administrative field and at least one year of technical training.

**Knowledge, skills and abilities:** Knowledge of Microsoft Office applications; positive public relations skills, creative thinking, problem solving, planning and analytical skills, good decision-making skills, interpersonal and communication skills both written and verbal; ability to work within a team, proven ability to work on multiple projects with competing demands to meet deadlines. Must possess the ability to take direction and work with minimum supervision. Successful applicant will have a valid driver’s licenses and dependable vehicle. Criminal Record Check and a Prohibited drug screen required if selected.

**Please send your resume and cover letter, with three (3) references to:**

Ochapowace Nation, Human Resources  
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