



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0
Phone: (306) 696 3015, Fax: (306) 696 3018

Housing & Public Works

Ochapowace Nation – Job Posting

Position: **TENANT OFFICER**
Status: Full-Time / Permanent

JOB SUMMARY:

The Tenant Officer shall provide comprehensive housing services to the Housing & Public Works Manager and for the membership of the Ochapowace Nation.

DUTIES AND RESPONSIBILITIES

- The tenant officer is a support position with tenants and to maintain tenant's files.
- Conduct's move in, move out, 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 memberships of Ochapowace Nation.
- Will be responsible for assisting in the development of work plans and initiatives to address the needs and priorities of the Housing department.
- Under the direct 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.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of Ochapowace Nation culture and traditions.
- Knowledge and experience with MS Office (Word, Excel, and Power Point).
- 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 completing demands to meet deadlines.
- Must possess the ability to take direction and work with minimum supervision.
- Must have a clean Criminal Record Check and prohibited drug test.

QUALIFICATIONS

- Grade Twelve Diploma or equivalent.
- Related experience in administration and/or a combination of training and education is an asset.
- A Criminal Record Check is required with application.
- A prohibited drug test is required if successful candidate.
- Valid class 5 driver's license and dependable vehicle.

Application Deadline: September 18th, 2023 @ 4:30 p.m.

Please send your resume and cover letter and (3) references:

hr@ochapowace.ca