



# Employment Opportunity

Position: **Housing Support Advisor**  
Status: Full-time Term Contract  
Opening Date: January 27, 2023  
Location: Thunder Bay, ON

Posting Reference #: NTC 202307  
Contract Length: Six (6) Months  
Closing Date: February 6, 2023

Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 40+ employees providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services. For more information, please visit at [www.nokiiwin.com](http://www.nokiiwin.com).

Our member First Nations are continually faced with the challenges of providing safe and adequate housing for their members. Currently, many First Nation communities face overcrowding issues and have long wait lists of clients needing housing. The housing shortage in First Nation communities is at a critical stage and needs to be addressed.

Nokiiwin Tribal Council requires one (1) experienced, knowledgeable, and motivated **Housing Support Advisor**. The Housing Support Advisor will work directly with our member communities to assist in the preparation of proposals in response to housing opportunities that arise. The advisor will provide expert guidance, advice, and assistance to our member Nokiiwin First Nations' staff in the preparation and readiness for funding opportunities in relation to housing.

## Summary of duties:

- Work with communities to identify their housing needs and requirements.
- Assist communities with the development of short- and long-term housing plans.
- Assist communities with the development of proper housing policies and procedures.
- Assist communities with proposals to access housing related funding opportunities.
- Assist with the development of housing maintenance management plans.
- Provide full sets of working drawings for several different types and styles of housing units that are required.
- Provide workshops for Nokiiwin member communities to brainstorm and share ideas and commonalities.

## Preferred Qualifications:

- College/University diploma/degree in the Mechanical/Construction field
- Have prior experience in a residential housing and experience in housing related program delivery.
- Have a working knowledge of day-to-day maintenance practices, familiarity with budgets, and prior experience with any specific problems as related to housing.
- Knowledge and experience preparing RFPs, budgets, and other proposal related documents.
- Consultation, advisory and relationship management skills to build/maintain effective working partnerships and provide community-focused advice and solutions.
- Familiar with Housing programs such as ones delivered by CMHC, Indigenous Services Canada, etc.
- Strong written and oral communication and project leadership skills
- Excellent computer skills and experience with MS Office programs and other standard office programs
- Ability to maintain a healthy working relationship with staff, community members, and representatives of other organizations.
- Maintain the confidentiality of all records, materials and communications concerning clients, staff, and Nokiiwin Tribal Council.
- Fluency in Anishinaabe, knowledge and appreciation of Anishinaabek culture and heritage are assets.
- Ability to travel extensively and work in Nokiiwin communities.
- Valid driver's license and reliable vehicle.
- Successful completion of a Level 1: Police Criminal Reference Check

Interested applicants can apply on-line at [www.indeed.com](http://www.indeed.com) by submitting their resume, cover letter and three (3) work-related references by **4:00 p.m. on February 6, 2023.**

*Only candidates who meet the qualifications and are granted an interview will be contacted.*

*Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*