



Ontario Aboriginal Housing Services

Position: Technical Assistant

Closing: Posting will remain open until filled

Term: Temporary Contract Position - up to 6 months (35 hours/week)

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for First Nation, Métis, and Inuit people living in urban and rural areas of Ontario. Our Vision is “to lead the design, development and delivery of sustainable and culturally appropriate housing that promotes excellence in the Aboriginal community and organizational infrastructures”.

Services, provided throughout the province from our provincial office located in Sault Ste. Marie and satellite offices in other communities, include:

- Property management of over 2300 subsidized housing units;
- Provision of assisted homeownership program providing down payment and home purchase assistance;
- Provision of an assisted homeowner repair program;
- Supportive housing services for our tenants;
- Supporting the development of new housing; and
- Program management, development and title services to local community organizations.

We are currently seeking a **Technical Assistant** for our office located in **Sault Ste. Marie**, reporting to the Technical Services Manager.

As the Technical Assistant, you will be an integral member of the Operations Team, responsible for providing high-quality assistance to the program team with a range of administrative and program support in order to achieve team and organization goals. The successful candidate will be a goal-oriented, organized, enthusiastic individual who understands and appreciates how safe, affordable housing contributes to improving quality of life.

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

- Support OAHS’s mission and vision and make significant contributions to the achievement of our strategic plan;
- Ensure capital and maintenance databases are up-to-date;
- Update and report division and organization Key Performance Indicators;
- Assist with workforce scheduling;
- Assist with the delivery of various programs according to specified policies, procedures and program guidelines;
- Maintain electronic and manual filing systems and program database systems for program delivery in accordance with specified procedures;
- Complete and submit weekly reporting;
- Prepare source data for computer entry by compiling and sorting information and establishes entry priorities;
- Process source documents by reviewing data for deficiencies, resolving discrepancies by using standard procedures, or returning documents to team lead if incomplete;
- Use various communication mediums to communicate with program staff located onsite, in the field and in other OAHS offices;
- Use Microsoft Office based products to produce correspondence, spreadsheets and presentations;
- Work closely with Property Managers, CSBCs and other staff; and
- Other duties as required.

The successful candidate will have the following qualifications and skills:

- Knowledge and appreciation for Indigenous cultures and demonstrated values that focus on assisting people;
- College Diploma/Certification in Business Administration or Social Studies or combination of education and related experience;
- Enrollment or successful completion of Home Inspection Course will be an asset;

- Enrollment or successful completion of CIH certification will be an asset;
- Knowledge and or Experience in basic construction will be an asset'
- Knowledge of Microsoft Office suite and other software products (including Property Management systems);
- Demonstrated ability to work independently within a highly motivated, professional and results-oriented team;
- Demonstrated ability to communicate both written and orally using multiple channels with a variety of stakeholders both internal and external to the organization;
- Experience working in Social Housing environment will be an asset.

Conditions of Employment:

- Ability to travel as required (limited);
- Ability to work varying hours/days, if required;
- Valid CPIC clearance (Criminal Records check);
- References;
- Current, valid Ontario Driver's License and safe driving record.

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;
 - Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Aboriginal 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; and
 - A competitive salary in pay band B3 with a range of \$33,100.00 to \$53,000.00.

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received.

Please apply with your cover letter and current resume using one of the following two options:

- Email to HRSSM@oahssc.ca, or
- Mail to: Amanda McAuley
Human Resources & Payroll Associate
Ontario Aboriginal Housing Services Corporation
Attn: Human Resources
500 Bay Street, Sault Ste. Marie ON P6A 1X5

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.

This competition is open to internal and external candidates with the possibility of Secondment for internal candidates. The continuation of this position is subject to funding renewal.

We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.