



JOB POSTING

Title:	Housing Youth Internship
Reports to:	Housing Director
Terms:	Term Contract (March 31, 2021 with possibility of extension)
Hours:	35 hours per week
Salary:	\$14.00 per hour
Location:	Saugeen First Nation Administration Building

Summary

The Housing Youth Intern, under the direction of the Housing Manager, will receive training in the various areas of the Housing Department, including building services, preventative maintenance and outdoor and indoor repairs. This individual will help create and administer Band housing file system. The Housing Youth Intern will assist the Housing Assistant to coordinate the communities housing maintenance, repair and building needs, attend committee meetings, learn about the housing programs and receive hands on experience in the housing department.

Who can be a trainee?

Sponsors can offer internships to First Nation and Inuit youth between the ages of 15 and 30. To be a trainee, you don't have to live in a First Nation or Inuit community. However, you can't be employed somewhere else during the internship or receive Employment Insurance while in the program. If you're already receiving Employment Insurance benefits, you must discontinue them before starting the internship.

~ Housing Internship Initiative for First Nation and Inuit Youth (HIIFNIY)

Job Duties

- Assist with analyses of maintenance and repair costs.
- Assist with long range scheduling of major repairs on units, such as reroofing or painting exterior of dwellings.
- Help to coordinate a schedule for the maintenance and repairs on houses throughout the community.
- Study housing demands, occupancy and turnover rates, and accommodation requirements of applicants to recommend policy and physical requirement changes.
- Promote harmonious relations among tenants, housing project personnel, and members of the community.
- Aid in the implementation of the general programs for affordable rental or ownership housing and public housing modernization.
- Prepare housing agreements and any related documentation.
- Help in maintaining a database of all community members living in Band housing.
- Assist to plan home assessments for community members.
- Aid in the administration of programs that will increase tenant involvement in various decisions concerning the housing authority.
- Solicit and utilize tenant's opinions on a variety of issues, ensuring they contribute to the overall housing strategies.
- Assist to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless services.
- Other related duties as required.

Requirements

- Must be between the ages of 15 and 30.
- High school diploma, G.E.D. or equivalent is preferred but not mandatory.
- Keen to become knowledgeable of housing programs and associated funding sources and current real estate law and practices.
- Knowledge of Band practices and a dedication to the community.
- Multi-tasking abilities and prioritization skills.
- Ability to work cooperatively with others.
- Exceptional computer skills.

Applications **MUST** include:

- Current covering letter
- Current resume
- Three names (not letters) of references with telephone numbers and/or email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday September 25, 2020 @ 4:00 p.m.
(*No Late Applications Accepted*)

Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority

Applications will be received:

At Office: Employment and Training Centre

By Fax: (519) 797-3458

By E-Mail: employment@saugeen.org

By Mail: Saugeen First Nation Hiring Committee R.R.#1, Southampton, ON N0H 2L0

If you are interested in this posting, but do not meet the qualifications criteria, consider visiting SEZ to find out how to obtain the education and training required. Your contributions to our community are important to all of us.