



**Position:** Property Manager, South-western Ontario

**Closing:** Posting will remain open until position is filled

**Term:** Secondment or Contract position (up to 1 year)

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 Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 75 Team Members as well as a wide range of Partners including Indigenous Organizations, Community Organizations, Governments (Municipal, Provincial, Federal), and Private Sector. Our Main Office and Service Centre is located in Sault Ste. Marie and we have Satellite Service Centres in Dryden, Peterborough, and Hamilton. Services provided include:

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

Founded in 1994, OAHS provides housing services to both Indigenous and non-Indigenous people. OAHS is governed by representatives from three Indigenous organizations in Ontario – the Ontario Federation of Indigenous Friendship Centres, Ontario Native Women’s Association, and the Métis Nation of Ontario. Learn more at

[www.OntarioAboriginalHousing.ca](http://www.OntarioAboriginalHousing.ca)

We are currently seeking a **Property Manager** to be located in our **Hamilton** office (preferred), would consider location in any of our **Service Centres** throughout Ontario (extensive travel would be involved in this case), with responsibility for our property management operations throughout South-western Ontario. Should the successful candidate be based outside of Hamilton, extensive travel will be required. Reporting to the Director of Property Management and working closely with the Property Management, Technical Services, and Programs Teams, the Manager, will be responsible for all aspects of managing and leading a regional property management group.

The successful candidate will be a goal oriented, organized, enthusiastic individual who understands and appreciates how safe, affordable housing contributes to quality of life.

**Duties and responsibilities will include, but are not be limited to the following:**

- Support OAHS’ mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Oversee the management of all agreements and contractual services provided by the Property Management group;
- Participate in and oversee the development of annual program budgets related to a specific group of properties for review and input into overall corporate budget;
- Attend meetings, focus groups, committees on behalf of OAHS in the community;
- Monitor budget on regular basis to ensure compliance with approved budget;
- Provide leadership, training and coaching to employees within property management group;

- Attend Landlord and Tenant Board Hearings;
- Monitor and ensure compliance of external Contractor and Maintenance agreements;
- Carryout staff performance evaluation and related processes;
- Ensure delivery of various programs according to OAHS policies and procedures and program guidelines;
- Purchase Order and Bill review and approvals ensuring procurement procedures are properly followed;
- Coordinating all activities related to vacancies to ensure units are occupied efficiently;
- Prepare general forms, letters, reports, presentations and memos, as required;
- Other duties as required.

**The successful candidate will have the following qualifications and skills:**

- Knowledge of and an appreciation for Indigenous culture and demonstrated values that focus on assisting people;
- College Diploma or University Degree with a minimum 3-5 years of experience in property management (another combination of education and experience may be considered);
- Chartered designation from the Chartered Institute of Housing is preferred or willingness to undertake and successfully complete these studies;
- Familiar with the Landlord and Tenant Board, RTA and HAS;
- Experience leading new construction and renovation projects;
- Ability to work independently and within a team environment, with a focus on quality and accuracy;
- Strong leadership and human resource management skills;
- Strong problem-solving skills and the ability to use sound judgment;
- Excellent knowledge of property management as related to Indigenous Housing programs;
- Excellent interpersonal skills and demonstrated ability to contribute to achievement of team goals;
- Ability to communicate professionally using multiple channels with a variety of stakeholders both internal and external to the organization;
- Knowledge of MS Office software; and
- Ability to work both independently and as a team member with a strong desire for continuous performance improvement.

**Conditions of employment:**

- Ability to travel as required;
- Ability to work varying hours/days;
- Initial and ongoing, valid CPIC clearance (Criminal Records check) and/or Vulnerable Sector Check;
- Satisfactory references;
- Must be and continue to be Bondable;
- Initial and ongoing, 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 Indigenous Peoples 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 B5 with a range of \$45,800.00 to \$73,200.00.

## **Working Conditions and Physical Capabilities:**

- Ability to sit at a desk for extended periods of time during the work day;
- Ability to communicate verbally, in person and by telephone with colleagues and clients in a positive, constructive and respectful manner;
- Ability to use office equipment and computer software programs; and
- Ability to lift up to 20lbs.

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

- Email to [HRHAM@oahssc.ca](mailto:HRHAM@oahssc.ca) or
- Mail to: Sydney Sayers

Human Resources Assistant  
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.*

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including people who identify as LGBTQ2S+.*

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