



## Ontario Aboriginal Housing Services

**Position:** Titles Services Administrative Assistant    **Closing:** Posting will remain open until position is filled

**Term:** 1-year contract (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 Indigenous community and organizational infrastructures”.

Housing Services are provided throughout the province by over 80 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, Hamilton, Sudbury and London. Services provided include:

- Property management of over 2300 subsidized and unsubsidized housing units;
- Provision of assisted homeownership programs providing down payment and home purchase assistance;
- Provision of assisted homeowner repair programs;
- 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 an experienced real estate/legal assistant to join our Corporate Services team located in **Sault Ste. Marie** as a **Titles Services Administrative Assistant (TSAA)**.

Reporting to the Title Services Manager (Manager), the successful applicant will primarily be responsible to provide administrative and clerical support including accurately preparing a wide variety of legal documents, affidavits, and associated correspondence, reports and spreadsheets, data entry, and maintaining various data bases. The TSAA will also be required to work closely with the Manager, clients, internal staff and external parties

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

- Supporting OAHS’s mission and vision and contribute to the achievement of the corporate strategic plan;
- Prepare various legal documents, affidavits, and associated correspondence including mortgages/charges, discharges, sale agreements, releases, Bankruptcy forms (proof of Claim), Foreclosure documents, and real estate closing documents;
- Research real estate databases to locate properties of interest for the Development team;
- Apply for MPAC reassessments in an effort to reduce our overall tax payments based on actual value of property;
- Maintain computer databases through accurate, timely data review and entry;



## Ontario Aboriginal Housing Services

- Maintain document files and associated correspondence;
- Assist in preparation of monthly reporting requirements and completing and collecting on departmental invoicing;
- Assist in the negotiation of special payment arrangements and monitoring payments;
- Assist Manager in communicating with clients, witnesses, and other related parties;
- Assist researching property title records;
- Assist with various homeowner and home repair programs by completing and analyzing name and/or title searches, loan-to-value calculations, Principal, Interest and Tax calculations, preparing documentation, meeting with clients to review documents, responding to questions and obtaining signatures, registering documents and reporting to programs and internal staff, lenders, clients, lawyers and Manager;
- Commission documents as required for OAHS purposes;
- Work closely with Management, staff and other departments on various day-to-day activities/assignments/projects;
- Assist in monitoring legislative, and regulatory amendments, and notifying Manager of any noted compliance issues;
- Ensure compliance of programs as it relates to mortgage terms, title and loan-to-value;
- Assist Manager with the comparison of program guidelines and creation of forms;
- Assist in the creation of and help maintain Standard Operating Procedures, How-To's, Process Maps, Key Performance Indicators;
- Ensure files are scanned into the Business Management system (BMS) and files are closed as required;
- Other duties as assigned.

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

- Knowledge of and an appreciation for Indigenous cultures and demonstrated values that focuses on assisting people;
- Post-secondary Degree or Diploma in a related field (Law Clerk, Legal Office Administration, etc.) is preferred;
- Two to three years of related experience;
- Strong knowledge of basic legal concepts, principles, and terminology;
- Working knowledge of real estate laws and terminology;
- Ability to read, interpret, and apply legal documentation, laws, and legislation;
- Knowledge of applicable legislation and regulations, and ability to interpret and comply with same;
- Proficiency in Microsoft Office programs (including Word, Excel, and PowerPoint);
- Working knowledge of Titles specific software (eg. Teraview, Unity GeoWarehouse, etc.);
- Ability to multitask, prioritize, manage conflicting demands and to work under pressure;
- Demonstrated expertise in legal and corporate research techniques using both print and electronic resources would be an asset;
- Strong interpersonal, problem-solving, and, organizational skills and demonstrated ability to contribute to the achievement of team goals;
- Ability to communicate effectively both verbally and in writing;
- High level of integrity and work ethic and the ability to handle sensitive or confidential information with tact and discretion.;
- Maintain a professional demeanor, and attitude at all times;
- Use effective interpersonal skills to communicate sensitive information;
- Attend workshops, professional development, and continuing education opportunities to further develop working knowledge and skills.



### Conditions of Employment:

- Ability to travel as required (limited)
- Ability to work varying hours/days (limited)
- Ability to become 'Commissioner for taking Affidavits' as per the Ontario government guidelines
- Valid CPIC clearance (Criminal Records Check) and/or Vulnerable Sector check
- Current References
- Current valid Ontario Driver's Licence and safe driving record preferred
- Full use of a safe, reliable vehicle, preferred.

### 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 \$33,000.00 to \$53,000.00.

Please apply using one of the following two options:

- Email to [HRSSM@oahssc.ca](mailto:HRSSM@oahssc.ca) or
- Mail to: Kaarle Comeau  
Human Resources Intern  
Ontario Aboriginal Housing Support 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.*