



## Ontario Aboriginal Housing Services

**Position:** Technical Assistant

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

**Term:** Full-time (35 hours/week) 1-year contract

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 140 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 **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 the corporate 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; and
- 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;
  - Comprehensive medical and dental benefits;
  - 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 B4 with a range of \$35,400.00 - \$47,744.00.

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 resume by following the URL below:

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

***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.*

**For the Health and Safety of employees, all new employees are required to be fully vaccinated against COVID-19 as a condition of being hired by OAHS. For clarity, fully vaccinated means two doses of the COVID-19 vaccine and that at least 14 days have elapsed since completion of your vaccine series. OAHS will require proof of full vaccination prior to an employee's start date.**

**OAHS' requirement that successful applicants be fully vaccinated is subject to any accommodation obligations it may have under the Ontario Human Rights Code.**