Ontario Aboriginal Housing Services

Position: Client Services and Building Coordinator
Closing: Posting will remain open until filled
Term: Temporary Full-Time- up to 12 months
Salary range: $54,800- $64,400

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."

We are currently seeking a Client Services and Building Coordinator for our office located in Dryden, Ontario.

As the **Client Services and Building Coordinator**, you will be an integral member of the Property Management team responsible for, but not limited to, all aspects of property inspection, maintenance, and security of assets, while ensuring superior tenant service and asset optimization. The successful candidate will be a goal-oriented, organized, enthusiastic individual who understands and appreciates how safe, affordable housing contributes to quality of life and serves as a stable foundation.

PLEASE APPLY ON OUR CAREERS PAGE:
https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en

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 those who identify as 2SLGBTQQNBIA+.

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.

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

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 & dental benefits + company vehicles available for fieldwork;
- $2000 Health Spending Account + $2000 Wellness Spending Account per employee;
- Company RRSP matching program;
- Additional paid holidays (in addition to statutory holidays) include Family Day, Easter Monday, National Indigenous Peoples Day, Civic Holiday, Indigenous Veterans Day, and Louis Riel Day, and;
- 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 the pay band 6, of $54,800- $64,400.

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

- Support OAHS's mission and vision and make significant contributions to the achievement of the corporate strategic plan;
- Contribute to the achievement of division and organization key performance indicators;
- Assist in all administrative aspects of direct client services & building co-ordination including, but not limited to phone support, building and property maintenance, tenant move in and move outs and program compliance;
- Schedule property inspections while utilizing and maintaining data integrity in OAHS database;
- Request quotes utilizing field scopes and creation of associated Purchase Orders based on work required while adhering to OAHS Procurement and Contractor selection processes;
- Contractor follow-up and management regarding issued work, timelines as well as invoice and payment processing;
- Follow up with tenant, contractors and appropriate staff regarding maintenance work orders and updating notes on a daily basis as well as responding to and resolve maintenance complaints and issues;
- Maintain accurate records in the OAHS property management systems, KPI's, producing required reports, letters, and spreadsheets;
- Collaborate closely with the property manager to schedule and update administrative support, contractor coordination, purchase orders created based on field inspections and follow-up inspections required;
- Carry out property inspections, site visits and prepare written inspection reports and work specifications;
- Inspect work performed by contractors to ensure completeness and quality in accordance with specifications;
- Secure vacated units and complete associated documentation;
- Respond to and resolve maintenance complaints and issues;
- Attend units with the selected tenant to ensure all required information (i.e. building maintenance, smoke and CO detectors, etc.) is understood, including following up at specified intervals post occupancy;
- Prepare and deliver eviction notices to tenants as required and attend resulting Tribunal Hearings as a representative of OAHS;
- Complete annual unit inspections, facility condition assessments and other field related responsibilities utilizing provided equipment.
- Regularly scheduled site and building inspections of multi-unit facilities and grounds.
- Complete other field related responsibilities utilizing provided equipment and software; and
- Other duties as required.

To qualify for this role, the successful candidate will have the following qualifications and skills:

- Appreciation for Indigenous cultures and a values system that believes in assisting people;
- College Diploma/Certification in Construction/House Inspection, carpentry, plumbing, electrical or other related programs or a combination of education and related experience;
- Demonstrated experience and knowledge in property inspection and maintenance;
- Experience with the Landlord and Tenant Board, social services, and other service sectors would be an asset;
- Demonstrated ability to work independently and within a highly motivated, professional, and results-oriented team;
- Knowledge of Microsoft Office suite and other software products (including Property Management systems);
- Strong interpersonal skills and demonstrated ability to contribute to the achievement of team goals; and
- Willingness to undertake ongoing training related to building inspections and technical training.

Conditions of employment:

- Ability to travel throughout the province of Ontario as required;
- Must reside within the province of Ontario;
- Ability to work varying hours/days;
- Valid CPIC Clearance (Criminal Records check) and/or Vulnerable Sector Check;
- References;
- Current, valid Ontario Driver's License;
- Safe driving record (3-year Driver record search);
- Full use of a safe, reliable vehicle;
- Expectation will be for individual to be in field for approximately 3-4 days a week.