



KAINAI

P.O.Box 60
Standoff, Alberta
T0L 1Y0

BLOOD TRIBE ADMINISTRATION JOB POSTING (Re-Posting)

POSITION TITLE: Housing Relation Officer
DEPARTMENT: Blood Tribe Housing
STATUS: Term (6 Months)

POSTING OPEN DATE: May 7, 2019

POSTING CLOSE DATE: May 21, 2019

GENERAL DESCRIPTION:

Under the direction of the Housing Director, the Housing Relations Officer is responsible for the collection of rent/housing payments and addressing housing concerns from tenants and homeowners. The incumbent interview tenants and homeowners in arranging for rent collection and other housing requests. The HRO is responsible for establishing and maintaining positive relations with tenants to ensure effective communication between Housing and tenants to promote home maintenance and quality Housing services. The incumbent must also be prepared to report to the Housing Director and/or Housing Committee when required.

NECESSARY TRAINING AND EXPERIENCE:

- The ideal candidate must have a Business Administration Diploma or Human Services Diploma or equivalent education with a minimum of three years related work experience.
- A combination of relevant education and experience may be considered.
- Must Submit an updated Criminal Record Check
- Must have a valid driver's license with a reliable mode of transportation.

If you are interested in this opportunity, please submit a cover letter, resume, a criminal record check and copies of your credentials to:

Blood Tribe Administration Human Resources
P.O. Box 60
Standoff AB, T0L 1Y0
Attention: Marlene Blood
OR APPLY ONLINE @ www.bloodtribehr.com
DEADLINE: MAY 21, 2019

Late and/or incomplete applications will not be accepted. Only those candidates selected for an interview will be contacted. For more information, please contact Marlene Blood @ (403) 737-8219.