

Housing Case Manager



Location:

Rigolet, Makkovik or Postville

Department:

Nunatsiavut Housing Commission

Term:

Permanent Full-Time

Closing Date:

July 25, 2023

Responsibilities:

- This position may be based in any of the following three communities with travel to the other two communities as required: Rigolet, Makkovik, or Postville
- Serving as the front-face of the Nunatsiavut Housing Commission for the community, from prospective and current tenants to those seeking emergency housing supports;
- Administering Vulnerability Assessments for the NHC as part of tenant selection. Training will be provided;
- Providing up-to-date information to the NHC head office on vacancies, gaps in service provision, and developments in the community;
- Assisting community members with applications for all NHC programs, facilitating the payment of any rent or fees to the NHC, and liaising with the head office to ensure all documents and payments are received in a timely manner;
- Providing front-line public education on all NHC housing supports and programs;
- Assisting with the movement of tenants into programs, from arranging the signing of lease agreements to the provision of tenant information packages;
- Assisting with wrap-around supports needed for housing applications such as tax information for income disclosures or income assistance;
- Maintaining respectful and sensitive relationships with vulnerable community members, and facilitating contact between staff and those who may be hard to contact;
- Other duties as required

Qualifications:

- College diploma or University Degree in the social sciences, or a relevant field; and/or 2+ years of experience in community development and organizing
- Strong knowledge of housing needs and the community you serve
- Ability to work respectfully and sensitively with vulnerable clients
- Excellent communication and interpersonal skills
- Ability to develop and maintain strong relationships with tenants and clients of programs
- Competent in problem solving, planning and decision making

Assets:

- Bilingual in Inuktitut and English

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

Nani:

Makkovik, KipukKak ubvalu Rigoletimi

suliaKapvik:

Nunatsiavummi Illuligijinik kamajet

Kanga:

SuliaKainnaluni

killilipvinga:

Juni 25, 2023

kamagijatsat:

- Tâna suliatsak nallinituinnak pingasuni nunalinni suliangusok aikataKattaluni aippâginnut nunalinennut pigiaKaguni: Rigolet, Makkovik, Postvillimullonet
- Aulatsijiugialik Nunatsiavut Illuligijinik kamajinginnik nunalinni, illunik atugumâttunik atulittunillu, Kinigumâttunillu illutâgiamik ikajuttaunik;
- kamajiugialik Kimiggutiullunilu illutâgasuattunik ikajuttaugunnatunik Kunigautinginnik Kaujitsigasuamut Illuligijinik kamajingit. Kanuk tamanna pijaugunnamangât Kaujititausongulâttuk suliatsatâjuk;
- KaujitsiKattagialik Kaujigatsanik tapvainak Illuligijet suliaKapvinganullagik inuKangitunik, amigatsijunik ikajuttaugutunik, suliangujunillu nunalituKangani;
- KaujitsiKattagialik ilonnainik Illuligijet ikajotinginnik sulianginnilu;
- IkajuKattagialik illutâgumajunik tatattuininginni, atitâgininginni, Kaujisautittâtillugit illutâgajappata;
- IkajuKattagialik ikajuttaugutunik kamaninginni illutâgasuattut sollu tax-ilittâtunik Kaujisaninginni Katsitut kenaujaliuKattaningit ikajuttaugumajuillu kenaujattigut;
- InoKatiKatsiagialik inunnik, uKâlaKatiKatsiagialillu kinakkutuinnanik KinijauKattatunik;
- Asinginnilu pikKujauguni.

Ilisimausigigialingit:

- Ilinniagiavimmit ilinniavitsuamillonet nalunaikkutaKagialik nunaKatiget ilusinginnik, atjigalanganillonet; maggonik ununnisanillonet jârennik suliaKasimajutsak nunalinni pivalliagutunik âkKituinnimillu
- Kaujimatsiajutsak illunik pigumajaugutinginnik, nunangalu ikajuttangani
- SuliaKaKatiKatsiajutsak tukisinatsialunilu ikajuttaminik
- UKâlaKatiKatsiasongujutsak, inunnilu pitsiasongujutsak
- SakKititsijutsak kamatsiajutsaulunilu illulinnik ikajuttaminillu suliaigijamini
- Pitsiajutsak âkKituigasuanimik, atuinnaugutjinimmik kajusiutjinimmilu.

Ikajuvalliutaugajattut:

- UKâlagunnagialik Inuktitut Kallunâtitullu

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatsasiugutimillonet ottugannimi.