

Location:

Nain

Department:

Nunatsiavut Housing Commission

Term:

Permanent Full-Time

Closing Date:

August 23, 2023

Responsibilities:

- 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.

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August 23, 2023
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Ikajuvalliutaugajattut:
• UKâlagunnagialik Inuktitut Kallunâtitullu

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.



NUNATSIAVUT
kavamanga Government

