

# Sioux Valley Dakota Nation

## Employment Opportunity

### Housing Manager

### Sioux Valley Housing Authority

### Full-Time, Permanent

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**Position Summary:** Reporting to the Director of Infrastructure, the Housing Manager will perform a variety of roles to support the Sioux Valley Dakota Nation (SVDN) Housing Department and ensure that housing projects, maintenance, and renovations are coordinated, assigned, and implemented within the established guidelines and standards, and meet all requirements of the Nation.

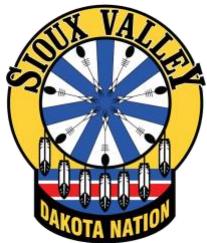
#### **Position Duties:**

- Responsible for enforcing the SVHA Policy
- Provide SVDN members who occupy residential housing unit with a basic understanding of their tenants' rights and responsibilities under the SVHA Policy
- Responsible for the management of residential housing within SVDN
- Maintain records of all SVHA equipment and supplies
- Maintain adequate records for repairs, renovations or additions
- Ensure all work and activities within department are conducted in a safe manner
- Inspect all homes as requested and/or needed
- Submit monthly budgets and reporting to Portfolio Holder
- Oversee all housing activities to ensure that houses are maintained, rent payments are collected, files are kept up to date, tenants are adhering to policy and tenant agreements
- Ensure tenants are signing tenant agreements yearly and in a timely manner, as well as to ensure rent deductions are being processed in a timely manner, etc
- Enforce eviction policy and procedures
- Directs and supervises housing staff
- Network with programs regarding Tenant Profiles
- Supervision and overseeing of housing projects
- Coordinate move-in and move-out dates, including inspections and related paperwork
- Submit monthly budgets and reporting to Portfolio Holder
- Other duties as required and assigned

#### **Qualifications:**

- Valid Drivers license is mandatory, and access to a reliable vehicle
- Degree or equivalent combination of post-secondary education and experience
- Experience or certification in Project Management/Property Management are highly desirable
- Minimum of five years of supervisory experience
- Understanding of the CMHC program and Construction experience
- Knowledge of Indigenous cultural, customs, values, and traditions
- Commitment to Sioux Valley Dakota Nation mission, policies, and Dakota values
- Ability to provide a Satisfactory Criminal Record Check with Clear Vulnerable Sector Search, a Clear Adult Abuse Registry Check and Clear Child Abuse Registry Check will be required

This opportunity is open to all applicants; however, preference will be given first to citizens of Sioux Valley Dakota Oyate. We thank all those who apply, but only those selected for an interview will be contacted. For full Job description, please email [hrapplications@svdngovernance.com](mailto:hrapplications@svdngovernance.com) to request a copy.



# **Sioux Valley Dakota Nation**

## **Employment Opportunity**

**Competition Number: 202587**

**Submit Cover letter and resume indicating competition number**

Human Resources Department  
Sioux Valley Dakota Nation  
P.O. Box 38  
Griswold, Manitoba R0M 0S0  
Phone: 204-855-2761 Fax: 204-855-2131  
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