

# Employment Opportunities



Position: Housing Manager  
Service Area: Siksika Housing Department  
Location: Siksika Nation Tribal Administration  
Salary: Based on Education and Experience  
Date Posted: December 3, 2024  
Closing Date: December 17, 2024  
Competition Number: SHM-01-12-03-24

## POSITION SUMMARY:

Under the direction of the Chief Operating Officer, the Housing Manager is responsible for the overall management, operation, planning, directing and controlling of the Siksika Housing Service Area programs and administration. The Housing Manager ensures that efficient financial management of the Housing's programs, grant applications, and fiscal restraint are carried out under Siksika's Policies & Procedures, Siksika Housing Policies, Siksika Financial Administration Law, Alberta Building Code, National Building Code, Siksika Building Code, related regulations and within approved annual budgets. The housing manager is responsible for the operation of the Service Areas various programs, which includes planning organizing, and implementation of all work projects through subordinate employees.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Will promote an integrated Siksika Administration service delivery model and provide support to achieve the Siksika Administration Business Plan as a member of the Siksika Administration Management Team.
- Facilitate and direct staff in the development, implementation, monitoring, and reporting of Siksika Housing business and maintenance plans including all Housing projects, programs and budgets on a monthly basis.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Require knowledge of the Siksika culture and a desire to learn more.
- Knowledge of basic accounting principles required for budgets and financial statements.
- Must have excellent administrative, financial, facilitation, negotiation, mediation, problem solving, writing, computer, communication, and interpersonal skills.
- Must possess considerable knowledge of the resources and application of technical and building trades.
- Ability to plan, organize, assign, supervise and review work performed by Housing employees and contractors.
- Ability to establish and maintain good working relationships with other service area managers, Chief & Council, colleagues, subordinates and the general public.
- Knowledge of Canada Labor Code, Occupational Health & Safety, Employment Standards, and Housing Legislation is an asset.

## Education and Experience

- Business Management degree and 10+ years of progressively responsible program management experience preferably with First Nations groups supervising and managing staff, as well as the development and management of budgets in operation similar to that of the Housing Department.
- An equivalent combination of education and experience may be considered.
- Project management certificate and/or Carpentry Journeyman Certificate would be considered an asset.

EMAIL [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job

Description or Employment Application form.

CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.