



### Administration and Reporting Responsibilities:

- Ensure a proper management of information about the housing program and its operations, provide analyses regarding housing needs, housing repairs, renovation projects and submit quarterly reports to the Director General and periodic reports to funding agencies as required.
- Coordinate work between Housing, Public Works, and Resources and Sustainable Development regarding housing construction and major repairs or renovations.

### Financial Responsibilities

- Create, submit and manage the budget for the Housing department to ensure.
- Ensure the preparation of monthly financial reports for Council administration.
- Verify and approve entries for purchase orders, invoices and vouchers and total accounts at regular intervals.

### Supervisory Responsibilities:

- Supervise the daily activities of direct reports (permanent and temporary).
- Ensure that the Department's objectives are achieved by defining departmental and individual objectives.
- Conduct periodic performance evaluations for direct reports.
- Identify training needs, recommend solutions and support training and development.
- In conjunction with Human Resources, develop and manage succession planning.
- Promote on-going, effective and open communication with employees.; keep staff members informed of decisions that impact them.

### **Qualifications:**

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

### **Education:**

- A University certificate in Public Administration or a related field is preferred.

### **Experience:**

- Five to eight years of relevant experience.
- Demonstrated experience in budget planning.
- Demonstrated experience performing accounting and financial tasks.
- Demonstrated experience with staff supervision.

### **Languages:**

- Spoken fluency in Cree and English.
- Written fluency in English.
- Fluency in French is an asset.

### **Knowledge and abilities:**

- Strong leadership skills.
- Ability to maintain information confidential.
- Strong management, administrative, supervisory and coaching skills.
- Strong judgment and problem-solving skills.
- Excellent communication and interpersonal skills with a commitment to mediation and dispute resolution.
- Ability to plan and implement change initiatives.
- Good organizational skills and the ability to coordinate multiple tasks.

## **Working Environments**

The Director of Housing works from an office at the Band Administration Building and is responsible for working from 9:00 a.m. to 5:00 p.m. with one hour off for lunch. In addition, because of the nature of work, travel is required to attend meetings out of the community and attendance may be required at odd hours and weekends to attend meetings within the community.

## **Information to be provided**

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

## **Please forward this information at the attention of:**

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