

Lax Kw'alaams Band
206 Shashaak Street
Lax Kw'alaams BC V0V 1H0
Telephone: (250) 625-3293
Fax: (250) 625-3246



Lax Kw'alaams Band
100 1st Ave East
Prince Rupert BC V8J 1A6
Telephone: (250) 627-5733
Fax: (250) 627-5933

HOUSING CLERK



Situated 37 kms north of Price Rupert and accessible by a twice-daily Band-operated ferry, Lax Kw'alaams is one of the largest Indigenous communities in British Columbia. With a membership of over 3800 people, (800 on-reserve and 1400 in Prince Rupert), our location on the Pacific is at the foundation to our cultural heritage.

Our community is in a moderate climate zone where outdoor activities abound: hiking, canoeing, kayaking, world class salmon fishing to name a few. Lax Kw'alaams recently built a new school for grades K-12 students and our health clinic is relatively new with modern amenities. We are only an hour and a half from Vancouver on daily Air Canada flights.

Our economic growth in BC's northwest is fueled by increased trade to China and the far east, forestry licenses of 550,000 m³, a fish plant employing 120 people on reserve, and multiple joint ventures and partnerships with industry. Our community has over 40 homes currently being built, pavement throughout, and a year-round swimming pool with sauna, steam room and gym – infrastructure rarely seen in a community this size. We also have a 60-unit apartment complex being built in Prince Rupert for our members.

The newly elected Council is focused on efficient delivery of programs to our members. Our external growth has placed pressures on our government and we are strengthening our management team. We are aggressive in striving for excellence. If your talents match our passion, then come join us for the journey. We will accept nothing less.

HOUSING CLERK

Reporting to the Housing Manager, the Housing Clerk performs all clerical tasks relating to the management and administration of housing programs and services in the community of Lax Kw'alaams.

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This is a full time, permanent, union position, represented by the Canadian Union of Public Employees (CUPE).

Duties and Responsibilities

- Complete any necessary tenancy agreements/extensions and housing maintenance agreements;
- Assist with the completion of funding applications as directed;
- With the support of Finance, track rent collection and security deposit payments, and follow-up and address late payments.
- Greet visitors to the Housing office, determine the nature of their visit and direct them appropriately;
- Answer the phone, respond to inquiries, re-direct calls, and take messages as appropriate;
- General office duties such as typing, photocopying, faxing, filing, and editing;
- Monitor mailbox and distribute incoming mail appropriately;
- Type correspondence as required and deliver to the appropriate parties for signature;
- Track, review and keep records of housing applications, renovation requests and new projects;
- Provide support, guidance, and assistance to the Lax Kw'alaams Housing Committee.
- Coordinate move-in and move-out dates, including unit inspections and related paperwork.
- Ensure that the Nation's housing policies and by-laws are consistently implemented and enforced throughout the communities.
- Work with tenants to resolve housing concerns and complaints and maintain a record of issues addressed.
- Maintain a record of required housing maintenance and assess and prioritize work to be assigned to the repair and maintenance staff.
- Prepare work orders for contractors;
- Maintain the records and filing system; and
- Any other housing related tasks and duties as directed.

Formal Qualifications

- Grade 12 Graduation;
- Satisfactory criminal record check;
- Valid Class 5 BC Driver's license; and
- Successful candidate must reside in Lax Kw'alaams, BC or be willing to relocate to Lax Kw'alaams, BC.

Preferred Skills, Knowledge, and Competencies

- High standards of ethics and confidentiality to handle sensitive information;
- Detail oriented;

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- Ability to take direction and perform duties in a professional and timely manner;
 - Skilled user in various software applications; i.e. Word, Excel, and MS Outlook, and any other work-related software;
 - Knowledge of Tsimshian language, culture, customs, and traditions is preferred; and
 - Preference may be given to a qualified Indigenous individual.

This role will appeal to a self-motivated individual with exceptional organizational and interpersonal skills. Salary will be based on the terms of the existing and future CUPE collective agreements.

Applicants are asked to submit a cover letter, resume, a list of certificates, and must be prepared to submit relevant documentation as proof of same.

Candidates must submit their applications no later than Monday March 23, 2020 at 4:00. Kindly do so by email to cao@laxband.com or by regular mail.

Chief Administrative Officer
cao@laxband.com
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Only candidates selected for an interview will be contacted. A criminal records check must be submitted prior to a formal offer to the successful candidate.