



Chippewas of the Thames First Nation

320 Chippewa Road, Muncey Ontario N0L 1Y0

Tel: (519) 289-5555 Fax: (519) 289-2230

Chippewas of the Thames First Nation is accepting applications for a current vacancy:

HOUSING DIRECTOR

Job Title: Housing Director

Department: Housing

Reports To: Administration Officer

Direct Reports: Housing Manager, Housing Assistant, Housing Maintenance Personnel

Posting Date: May 13, 2025

Closing Date: Until Filled

Summary

The Housing Director is responsible for the strategic leadership and day-to-day management of the Nation's housing programs and services. This includes oversight of housing for member homes, band-owned rental units, and related housing services. Reporting to the Administration Officer, the Housing Director provides expert-level guidance and administrative support to ensure the delivery of high-quality housing programs that meet community needs.

Duties and Responsibilities

- Lead all aspects of the Housing Department's operations including inspections, loan programs, leases, and funding.
- Develop and implement department goals, policies, and strategic plans aligned with community priorities.
- Coordinate the development of a long-term Housing Plan in collaboration with other departments (Infrastructure, Public Works, Health, Lands, and CYFS).
- Direct, manage, and evaluate the work plans and performance of the Housing Department team.
- Monitor administrative processes and reporting systems; implement improvements as needed.

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- Provide technical expertise related to housing development, maintenance, and capital projects.
- Develop, monitor, and administer the Housing Department budget; approve expenditures and make budgetary adjustments as needed.
- Represent the Housing Department to community leadership, external agencies, and partner organizations.
- Address and resolve sensitive or complex inquiries and complaints from community members.

Knowledge and Skills

- Comprehensive housing administration programs and policy development.
- Construction standards (e.g., Ontario Building Code), plumbing, drainage, and sewer systems.
- Program and project management best practices.
- Facility maintenance principles.
- Relevant provincial and federal housing codes and regulations.

Qualifications

- Minimum of 8 years of progressively responsible experience in housing management, construction, or a related field.
- Minimum of 4 years of supervisory/administrative experience.
- Degree or diploma in civil engineering or a related field from an accredited college or university.
- PMP Level 1 certification preferred.
- Possession of or ability to obtain a valid Class G Driver's License.



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Working Conditions

- This role includes both office and fieldwork and may require working in varying weather conditions.

Hiring of Indigenous people will be given preference, please identify. Interested applicants, please submit a cover letter, resume, photocopies of education documents to:

human.resources@cottfn.com

or

320 Chippewa Road, Muncey, ON N0L 1Y0

Please clearly mark "Housing Director"

NOTE: We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.