

ONEIDA NATION OF THE THAMES
ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-9287

JOB POSTING

Position: Housing Liaison
Department: L&E/Housing

Wage Range: TBD
Term: Permanent F/T

Posting Date: June 29, 2018

Closing Date: July 12, 2018

SUMMARY:

The Housing Liaison will be responsible to manage, develop and implement an effective Housing Program. Manage and administer Housing Dept., work with Management and the Housing Committee, by enhancing the current services. This position will be required to take on-line training to obtain a certificate/Diploma in Housing Management.

QUALIFICATIONS:

1. Ontario Secondary School Diploma, or equivalent;
2. Minimum, College Certificate or Diploma in Housing Management, or must be willing to take on-line training as arranged by the employer, as a condition of employment, **AND**;
3. 1-2 years of experience in an Administrative capacity, **AND**;
4. Previous employment in a capacity with Employee Management responsibilities, an **asset**;
5. Background experience working in project management, an **asset**.

Conditions of Employment:

1. The successful candidate will submit a VS-CPIC, prior to starting employment, at own expense.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. Cover letter, resume, three 3 work related references (names and telephone numbers only);

Interested applicants please submit documentation to:

Oneida Nation of the Thames, Administration Office
Human Resource Department
2212 Elm Avenue,
Southwold, Ontario N0L 2G0
OR Fax (519) 652-2930 or (519) 652-9287

- All applications will be screened according to the above qualifications, including a full and complete application as requested. **Only those selected for an interview will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is a preference.
- Where non-Aboriginal employees have accepted, as a term of their employment, that they may be displaced in preference to an Aboriginal candidates, the Oneida Nation of the Thames must still treat the non-Aboriginal employee in a fair and reasonable manner, by for example, ensuring that adequate notice of termination is given. It is not acceptable to dismiss a permanent employee in favour of an Aboriginal employee if no preferential policy or practice was in place at the time of the permanent hiring.

NOTE: All applicants are urged to obtain a full job description, by contacting the Human Resources Department at 519-652-3244.

“People of the Standing Stone”