

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE
2212 ELM AVENUE, RR #2
SOUTHWOLD, ONTARIO
N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Housing Manager
Term: Permanent Full-time
Department: Housing
Division: Lands and Estates, Housing
Salary: Competitive salary range
Hours: 40 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m., must be flexible to work some evenings and weekends based on program requirements

Posting Date: May 26, 2026

Closing Date: June 9, 2026, at 4:30p.m.

JOB SUMMARY:

Under the direction of the CAO/LEH Administrator, the **Housing Manager** is responsible for quality, efficient, and cost-effective management, monitoring, and administration of the Oneida Housing portfolio which includes financial and funding responsibilities, the oversight and management of all operations of the housing portfolio, implementation of its policy frameworks, processes and procedures, and active community relations. The Housing Manager will ensure that the Oneida community is served in an equitable, transparent, and ethical manner.

EDUCATION:

1. University Degree or College Diploma in Public Administration, Business Administration, Project Management Professional designation, or related field.

EXPERIENCE:

1. Minimum 2 years of job-related experience in a management position.
2. Strong working knowledge of Federal, Provincial and Local Laws, codes and regulations; Housing programs [CMHC; Ontario; and other First Nation housing models]; and other government legislation that impacts Housing and Lands.
3. Strong understanding of First Nations Organizations and the functions of Band Council.
4. Experience in strategic planning and its execution.
5. Proven ability to develop business plans, strategic plans, work plans, budgets, proposals, policies, and procedures.
6. Public speaking, presentation and group facilitation skills.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter addressing the qualifications listed above **must** be included with your application.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a Criminal Record Check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Submit all mandatory documentation to hr.recruitment@oneida.on.ca.

- Late applications will not be accepted.
- All applications will be screened according to the above qualifications, including a full and complete application as requested.
- **Only those selected for interviews will be contacted.**
- A registered member of a First Nation as per Section 16(1) of the Human Rights Act, is preferred.
- Oneida Nation is committed to workplace diversity and provides accommodations to applicants with disabilities throughout our hiring process. If you require accommodations, please contact Human Resources.

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 827 or by email hr.recruitment@oneida.on.ca.