



JOB POSTING

Position: Housing Support Worker **Term:** Maternity Leave (Immediate – October 2025)
Division: Lands and Estates/Housing **Salary:** Competitive salary range
Hours: 35 hours per week, Monday to Friday, 8:30a.m. to 4:30p.m.

Posting Date: May 23, 2024

Closing Date: June 5, 2024 at 4:30p.m.

JOB SUMMARY:

Reporting to the Housing Manager, the **Housing Support Worker** will assist with program and project administration within the Housing Department by carrying out clerical and administrative duties according to the established policy, procedures, guidelines, and departmental requirements.

Duties include but are not limited to departmental reception duties, general clerical office duties, financial administration and data maintenance, data entry, filing, drafting and issuing of correspondence, scheduling and booking of appointments, attending all housing inspections and completing all required reports and participating in housing events as directed.

QUALIFICATIONS:

1. Grade 12 Diploma **or** equivalent.
2. Post-Secondary Diploma or Certificate in Office Administration, **an asset**.
3. Previous work experience in the area of office administration, clerical assistance, or related field.
4. Strong knowledge of Microsoft Office applications.

MANDATORY DOCUMENTATION WITH APPLICATION:

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

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a CPIC (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 an interview 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.