



# CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

## **EMPLOYMENT OPPORTUNITY**

### **HOUSING ASSISTANT – FULL TIME**

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| <b>PROGRAM AREA:</b>       | HOUSING DEPARTMENT                                |
| <b>POSITION TITLE:</b>     | HOUSING ASSISTANT                                 |
| <b>REPORTING PROTOCOL:</b> | REPORTS DIRECTLY TO THE HOUSING MANAGER/DESIGNATE |

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**POSITION SUMMARY:** Working as part of the Housing Department team, the Housing Assistant will assist the Housing Manager with housing service for all tenants and dealing with general inquiries on a wide range of housing related issues, such as making agreements and arrangements in respect of tenants' accounts and supporting the Housing Team.

#### **EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Minimum Grade 12 or an equivalent;
- Post-secondary certificate/diploma in a related field an asset;
- One (1) year experience in a clerical position;
- Experience in a First Nation office environment is an asset.

#### **SKILLS REQUIRED:**

- Good public relation skills, including an appreciation of the need for confidentiality and a positive approach with the public. Knowledge of the housing program and CMHC regulations;
- Knowledge of home construction and maintenance are an asset;
- Flexible to work with minimal supervision, must be punctual, and maintain good attendance;
- Must have good working knowledge of Microsoft Office using Word, Excel, and invoice system;
- Must be in good financial standing with the First Nation;
- Must have excellent verbal and written communication skills, time management skills, be a team player;
- Excellent Financial & Excellent Public Relations Skillsets;
- Maintain a positive, efficient, and effective presence within and for the community;
- Follow the Chippewas of Kettle & Stony Point First Nation Employee Policy Manual;
- Must have a driver's license and a reliable vehicle.

#### **PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply.
- However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. Candidates who qualify for preferential consideration can self-identify themselves in their cover letter.
- The successful applicant must provide a current CPIC and vulnerable sector background check;
- The successful applicant must provide a copy of their Diploma and other related certificates;
- The successful applicant must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR COVER LETTER AND A DETAILED RESUME  
BY CLOSING DATE – MAY 19<sup>TH</sup>, 2025 BY 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,  
ATTN: **HR – Housing Assistant**

**Email Address:** [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)

**Mailin Address:** 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1

*A full Job Description is available: contact the HR assistant at [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org). Interviews will be scheduled shortly after the closing date. ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT.*