



JOB POSTING: TENANT LIAISON OFFICER

Native People of Sudbury Development Corporation (NPSDC) is a non-profit housing corporation providing rent geared-to-income housing for individuals of Indigenous ancestry in Sudbury and Espanola, Ontario. The corporation owns and manages a portfolio of 106 scattered and apartment-type housing units.

NPSDC is accepting applications from mature, reliable, hard working and experienced individuals of good moral character for the position of *Tenant Liaison Officer*. A university or college degree in social work or a related field is required for this full-time position with occasional after-hours work. Knowledge and appreciation of Indigenous culture is required. Applicants must be able to work independently, but must also function as part of a small, dedicated work team. The ability to work efficiently and multi-task in a busy office setting is required. Excellent public relations skills as well as knowledge of social programs and local service agencies are prerequisites for the position. Command of the English language, both written and verbal, is essential. A valid driver's licence and a vehicle are required for the job. Applicants need to be proficient in the use of WordPerfect and Quattro Pro within a Windows environment. Past experience working for an Indigenous organization is an asset.

Reporting to the Executive Director, duties include but are not limited to the following: establish an excellent, professional working rapport with NPSDC tenants through home and office visits; refer tenants to social service agencies as needed; act as a facilitator between NPSDC and tenants to resolve housing issues; manage confidential files; assist in the publication of newsletters; maintain the housing applicant list; compose and type letters; some reception and rent calculation duties; conduct workshops, etc.

Submit a cover letter and resume, including remuneration expectations and at least two references from past employers by no later than **Friday, October 15, 2021** (extended) at **12:00 noon** to:

Native People of Sudbury Development Corporation
68 Xavier Street
SUDBURY, Ontario
P3C 2B9
Attention: Executive Director

Emailed submissions marked "job application" will also be accepted at info@nativehousing.org by the deadline.

NPSDC thanks all individuals who apply for this position, however only candidates selected for an interview and testing will be contacted. Short-listed applicants will be required to submit a criminal records check at their own expense and provide evidence of being fully vaccinated against COVID-19 (unless a medical exemption applies). No phone enquiries.