

Employment Opportunity



2 TENANT RELATIONS OFFICER positions available

1 FULL-TIME and
1 PART-TIME

Aqanttanam Housing Society is a non-profit society that provides affordable housing to Indigenous and non-Indigenous individuals and families in the City of Cranbrook.

The Tenant Relations Officer (TRO) supports the Executive Director in meeting the Society's property management goals to maximize occupancy with suitable tenants through ongoing review of eligibility for subsidy.

Tenant Relations Officer duties include:

- Conduct semi-annual property inspections and reports any maintenance issues that need to be addressed.
- Work with other staff/contractors as required ensuring compliance with AHS Housing Policies, Residential Tenancy Branch, and other Tenant Relations type policies.
- Conducts move-in and move-out with tenants and completes required reports.
- Makes recommendations to the Executive Director for applicant approval and placement.
- Provides orientation and interview to selected applicants regarding the Tenancy Agreements, community information and Society policies and guidelines.
- Other duties as required.

Qualifications/Required Skills:

- Certificate or diploma in social services or human services; or minimum Grade 12 plus 2 year recent related experience.
- Must have effective communication, organizational and problem solving skills and ability to manage stress.
- Familiarity with community services and resources.
- Ability to work independently or in a team environment.
- Must be proficient in Microsoft Word, Excel, and Outlook
- Must have a valid driver's license and a suitable vehicle, as daily travel is required.
- Previous experience working with Indigenous people and an awareness of challenges faced by people on low income and with disabilities would be advantageous.
- Property management experience would be an asset.

The full time position is 35 hours per week and part-time position is up to 24 hours per week with wages/salary depending on experience. Group benefits offered after successful completion of a 3-month probationary period.

Qualified individuals interested in these opportunities are invited to forward a resume and cover letter identifying if applying for full or part time position in e-mail to cecilia@ahscranbrook.ca by **May 31, 2024 at 3:00 p.m.**

Note: Preference will be given to qualified Aboriginal candidates in accordance with Section 42 of the BC Human Rights Code. Only candidates who are shortlisted will be contacted for interview.