



Employment Opportunity

## TENANT RELATIONS OFFICER

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.

As the successful candidate, you will have:

- Must have diploma in social services or human services and two years experience.
- Must have effective counseling and communication skills.
- Must be able to work closely with Ministry of Child and Family Services and other related agencies.
- Must have a valid driver's license and a suitable vehicle, as daily travel is required.
- Must be able to work with little or no supervision.
- To be effective in this position, 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.
- Counselling experience is a definite asset.

This is a full-time position with 20 hours per week with potential of increased hours. Group benefits are offered after successful completion of a 3-month probationary period. Start date for employment is May 31, 2021.

Qualified individuals interested in this opportunity are invited to forward a resume including a cover letter by e-mail or fax to:

100, 520B Hurry Ave. NW, Cranbrook, BC V1C 6B6  
E-mail: [cecilia@ahscranbrook.ca](mailto:cecilia@ahscranbrook.ca) Fax: 250-417-3778

---

Office- 520A Hurry Ave NW  
Mail- Box 100- 520B Hurry Avenue NW  
Cranbrook, BC V1C 6B6  
Ph (250)417-3774 Fax (250)417-3778