



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.
- Other duties as required.

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 have excellent problem-solving, multi-tasking, and prioritization skills.
- Must be proficient in Microsoft Word, Excel, and Outlook and researching skills.
- 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.

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 30, 2022.

Qualified individuals interested in this opportunity are invited to forward a resume including a cover letter by e-mail to cecilia@ahscranbrook.ca or fax: 250-417-3778.

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.