

Gitxaala Nation Job Description



Gitxaala Nation		Last update of this job description: August 2022	
Position Title: Housing Clerk			
Department: Housing	Number of Direct Reports:	Supervisor Title: Housing Manager/Housing Project Manager	
<p>Position Overview:</p> <p>The Housing Clerk provides administrative support for the Housing department. The Housing Clerk's main responsibility is to maintain accurate records and files for the Housing department.</p> <p>General duties include:</p> <p>Financial Management</p> <ul style="list-style-type: none"> • Prepare account reconciliations of renters. • Process accounts receivable and accounts payable for the Housing department. • Review and understand financial statements and reports and assist in posting journal entries related to the Housing department. <p>Operations</p> <ul style="list-style-type: none"> • Support planning for and holding of tailgate meetings every Monday morning and other meetings with renters and clients including material preparation (e.g. set up equipment, meeting space, agendas). • Conduct research on construction/renovation materials including sourcing suppliers. • Ensure a general understanding of health and safety procedures for the work environment. • Set up and maintain data management systems for Housing department documents (e.g. electronic, paper and archive systems). • Process data entry and forms including timesheets. • Coordinate correspondence including mail, fax, email. • Coordinate purchases and inventory management including gathering quotes, requisitions and ordering of materials or supplies. <p>Relationship Building and Teamwork</p> <ul style="list-style-type: none"> • Represent the Nation and its interest to stakeholders such as renters and clients through professional appearance and courteous behaviour. 			

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Client Service and Engagement

- Handle inquiries and requests for information in a respectful, professional and client-centric manner.
- Incorporate community needs and perspectives in standards and operational procedures.
- Demonstrate cultural awareness and sensitivity.
- Ability to work with vulnerable persons.
- Demonstrate an understanding of and ability to integrate First Nations cultural principles and protocols into service delivery.
- Facilitate community engagement and research.
- Help develop public engagement and communication materials including publications, newsletters, articles, and presentations.

Perform other duties and responsibilities as necessary in the performance of the position and as assigned by Supervisor or Manager.

Knowledge, Skills and Abilities:

- Understand and comply with privacy legislation.
- Prepare various materials and reports using MS Office products (Word, Excel, Outlook, Teams, Access).
- Knowledge of backing up data and files.
- Knowledge of audio and visual recording equipment.
- Understand local Indigenous rights and history.
- A basic understanding of land and water boundaries and boundary management.
- Help development and manage emergency preparedness plans.
- Understand basic fire fighting prevention and response.

Experience and Education Requirements:

- Class 5 Drivers License is required.
- Some administration or office assistant training/experience is considered an asset.
- Some accounting or bookkeeping training/experience is considered an asset.
- WHMIS Training is preferred.

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Environmental Conditions:

Physical Effort:

- This position requires prolonged sitting and working at a computer.

Physical Environment:

- Duties for this position are typically performed indoors in a comfortable office environment.

Sensory and Mental Attention:

- This position is at times in a busy environment subject to regular distractions by external and internal urgent and non-urgent requests. This position is subject to regular distraction with telephones, emails and people regularly entering the work area.

Other Requirements:

- Professional appearance.
- Follow all Gitxaala Nation Policies and Procedures and display a commitment to the values and culture of the Gitxaala Nation.
- Ability to successfully and periodically undergo an appropriate criminal records review or police record check is required.

Employee's Statement

I have been given the opportunity to read and comment on the content of this work description.

Name of Employee

Signature

Date

Supervisor's Statement

This job description accurately describes the responsibilities assigned to this position.

Name of Supervisor

Signature

Date