Chippewas of the Thames First Nation

320 Chippewa Road, Muncey ON N0L 1Y0 Phone 519-289-5555 www.COTTFN.com

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title:	Housing Manager
Department:	Housing Department
Hours of Work:	37.5 hours per week, Monday to Friday, 8:30 a.m. - 4:30 p.m.; flexibility for evenings/weekends and travel as required
Location:	320 Chippewa Road, Muncey, ON
Posting Date:	October 2, 2026
Posting Closes:	October 25, 2026

Summary:

The Housing Manager leads the delivery and continuous improvement of Chippewas of the Thames First Nation's housing programs and services, including member housing supports and Nation-owned rental housing. The role provides accountable, community-centred leadership that responds to members' housing needs through accessible communication, consistent processes, responsible stewardship of resources and respectful service.

The Housing Manager oversees departmental operations and staff, advances the Nation's Housing Plan, and works across departments and with community members to improve housing access, maintenance, planning and long-term housing outcomes. The Manager reviews existing services, identifies gaps and implements practical improvements informed by member experiences, community priorities, policy and available funding.

Responsibilities:

- Lead day-to-day operations of the Housing Department, including member services, Nation-owned rental units, inspections, leases, housing funding and loan-related administration.
- Assess how members access housing services, identify service gaps and implement clear, consistent and responsive service standards.
- Develop and implement departmental goals, work plans, policies and service improvements aligned with the Nation's priorities and housing needs.
- Lead the development and ongoing refinement of the Nation's Housing Plan, including short- and long-term priorities and new housing initiatives.
- Engage members and incorporate community feedback into housing planning, communication and service improvements.
- Coordinate with Public Works/Infrastructure, Lands, Health, child and family services, Finance and other departments on housing development, servicing, emergency needs and program delivery.

- Oversee housing maintenance, inspections and repair processes, including response times, after-hours procedures, communication and follow-up with tenants and members.
- Administer housing allocations, rental operations, leases, arrears processes and related activities in accordance with approved policies and consistent decision-making practices.
- Lead, supervise, coach and evaluate Housing Department employees; assign work, support training and address performance concerns in accordance with policy.
- Develop and administer departmental budgets, forecasts and expenditure tracking, and support funding compliance and housing project budgets.
- Prepare reports, correspondence, funding updates and recommendations for leadership and relevant funding partners, and maintain reliable housing records and data.
- Build and maintain respectful working relationships with members, leadership, government agencies, contractors and community partners, including responding to complex inquiries and complaints.

Qualifications:

- Post-secondary education in civil engineering, housing, construction management, public administration or a related field from an accredited college or university.
- At least two (2) years of experience in housing management, construction or a related field.
- At least two (2) years of administrative and supervisory experience, or willingness to complete supervision training.
- Demonstrated experience overseeing programs, staff, budgets and operational improvements.
- Experience coordinating housing projects, maintenance or infrastructure-related activities.
- Experience working with community members, responding to sensitive concerns and collaborating with multiple departments or partners.
- Strong communication, analytical, problem-solving, organizational and decision-making skills, with the ability to interpret policies and prepare clear reports and recommendations.
- Project management certification, including PMP, is considered an asset.
- Valid Ontario Class G driver's licence, or ability to obtain one, with ability to travel as required.

- A satisfactory CPIC is required as a condition of employment.

What Chippewas of the Thames First Nation Has to Offer:

- Comprehensive benefits for permanent employees, supporting health, dental, and overall well-being.
- Employer-matched pension plan to help build long-term financial security.
- Access to a confidential Family Employee Assistance Program (EAP) to support mental, emotional, and family wellness.
- Two-week holiday closure over Christmas and New Year's, providing dedicated time to rest and recharge with family and community.

Chippewas of the Thames First Nation gives hiring preference to qualified Indigenous applicants, with first preference given to qualified Chippewas of the Thames First Nation Band Members. Applicants who wish to be considered under this preference are encouraged to self-identify in their application.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com
OR
320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Housing Manager" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request (by email to human.resources@cottfn.com) for candidates taking part in all aspects of the selection process.

As a federally regulated employer, Chippewas of the Thames First Nation is not required to include compensation ranges in job postings. Depending on the nature of the recruitment and the position, we may choose to share salary or pay band information in the posting or during the early stages of the process. Compensation is always discussed with candidates during recruitment to ensure clarity and alignment with their expectations and experience.