



Chippewas of the Thames First Nation

320 Chippewas Road Muncey, ON N0L 1Y0

Phone 519-289-5555 Fax: 519-289-

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 working onsite 8:30am – 4:30pm
Location: 320 Chippewa Road, Muncey ON
Salary: \$80,000 – 90,000 annually
Closing Date: Wednesday November 18, 2025

Summary:

The Housing Manager plans and directs the operations and strategic management of the Nation's housing programs and services. The portfolio includes all supports for member homes and band-owned rental units while also providing administrative leadership to address Chippewa of the Thames First Nation members' housing needs. This role receives general administrative direction from the Administration Officer and is responsible for leading members of the Housing Department.

Responsibilities:

- Management responsibilities for all Housing programs and services including the planning, direction, and management of the projects and operations of the Housing Department including inspections, loans, funding, and leases.
- Direct the development and implementation of Housing Department goals, objectives, policies and priorities for each assigned service area.
- To lead the strategic development of the Nation's Housing Plan that will include the coordination of new housing builds, long-term strategic development and consideration of a housing strategy to include crisis and emergency housing needs
- In alignment with policy, establish appropriate services and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct & assign projects and programmatic areas of responsibility, review and evaluate work methods and procedures and identify staff efficiencies
- Select, train, motivate and evaluate Housing Department personnel providing or coordinating training and working with employees to correct deficiencies by implementing discipline and termination procedures as needed.
- Oversee and participate in the development and administration of the Housing Department budget with consideration to staffing, equipment, materials and supplies
- Explain, justify and defend housing department programs, policies, and activities; negotiate and resolve sensitive and controversial issues
- Represent the department across the organization and with elected officials, outside agencies, the community, and leadership coordinating and facilitating housing activities with internal partners and external organizations to align with public service needs.



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Qualifications:

- Eight (8) years of progressively responsible experience in housing management, construction, or a related field, including four (4) years in administrative and supervisory roles.
- Accredited college diploma or university degree in a relevant field of study.
- Proven ability to prioritize competing tasks, work effectively under pressure, meet conflicting deadlines, and exercise sound decision-making.
- Flexible schedule with the ability to adjust to changing operational demands, including on-call availability.
- Advanced computer proficiency, with the ability to work across a variety of technologies and systems; demonstrated experience with the Microsoft Office Suite
- Possession of, or ability to obtain, a valid Class G driver's licence.
- Project management training/certification (e.g., PMP) is a strong asset.
- Experience working with First Nations communities is an asset and strongly preferred.

Hiring of Indigenous people will be given preference, please identify.

Interested applicants, please submit a cover letter, resume, three work related references 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. Candidates who require accommodation in the recruitment and selection process are encouraged to indicate their needs in their application submission. Please note that references, educational documents, and relevant certifications will be verified prior to employment.