



# SWAN RIVER FIRST NATION

P.O. Box 270  
Kinuso, Alberta, T0G 1K0  
Tel: (780) 775-3536  
Fax: (780) 775-3796

## TERM-EMPLOYMENT OPPORTUNITY HOUSING SYSTEMS EVALUATOR

The Swan River First Nation is looking for an energetic and organized individual with strong interpersonal skills for a one year term position of Housing Systems Reviewer. The position may be extended subject to availability of funding.

Under the direction of the CEO, the **Housing Systems Evaluator** will be responsible for reviewing the Housing management systems and make recommendations for improvement and streamlining the processes.

### DUTIES

- Comprehensive review of Swan River First Nation Housing Management Systems and making recommendations for improvements
- Review of Housing Policies and making recommendations for improvements
- Review of Housing Maintenance Manual and making recommendations for improvements
- Development of Community Plans for Future Housing needs
- Researching funding opportunities for Housing projects
- Performs other duties as required

### EDUCATION:

- Minimum grade 12 and Degree/Diploma with experience in related field
- Experience working with computer software
- Experience/familiarity with proposal writing
- Excellent communication/organization skills;
- Strong interpersonal skills

**DEADLINE:** July 28, 2020 @ 3:00 P.M.

**SALARY:** Commensurate with experience and education

Please submit your resume in confidence to:

**Chief Executive Officer**  
Box 270, Kinuso, Alberta T0G 1K0  
Fax: (780) 775-3796  
Email: [rafi.khan@srfn.ca](mailto:rafi.khan@srfn.ca)

*Note: We thank all who apply and advise that only those selected for consideration will be contacted*