



POSITION TITLE: Métis Housing Program Specialist

DEPARTMENT: Housing

CLASSIFICATION: MGO-06

SALARY RANGE: \$65,000.000 to \$77,681.000 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

ACCOUNTABLE TO: Director of Housing

Brief Overview:

Under the direction of the MN–S Director of Housing, the Métis Housing Program Specialist will provide direct supports to Métis citizens with the housing team in the development, implementation, and administration of housing programs to support Métis citizens across the province, including providing supervision and direction to assigned staff.

Key Responsibilities:

- As part of the housing team, directly support Métis Citizens of Saskatchewan with homeowner program application and program administration. This includes but not limited to the following programs:
 - First time homeowner program
 - Emergency repair program
 - Homeowner capacity building (basic home maintenance, budgeting, etc.)
 - Future programs developed within MN–S to support Métis homeowners and aspiring homeowners.
- Contribute to the MN–S housing team on the development and implementation of innovative and effective housing responses.
- Review of homeowner application documentation and coordination of service delivery to ensure compliance with program guidelines.
- Build and maintain strong relationships with Métis Homeowners.

Métis Housing Program Specialist Job Description

- Build and maintain strong relationships with external organizations and governments as they relate to homeownership supports.
- Explore external programs to improve homeownership opportunities for Métis citizens within assigned portfolio.
- Other duties/responsibilities as determined by the MN–S Director of Housing.

Qualifications

- Bachelor of Business Administration or related degree
- Minimum five years related experience in government program administration
- Minimum five years working within the housing sector

Knowledge and skills:

- Excellent verbal and written communications skills
- Strong organizational, analytical, and problem-solving skills
- Relationship management practices
- Microsoft Office (Word, Excel, and PowerPoint)
- Valid driver's license and access to a personal vehicle is required
- Ability to travel

Additional requirements:

- Must undergo a Criminal Record and Vulnerable Sector Check
- Please submit resume, references, and cover letter to hr@mns.work by 11:59 pm on April 21, 2021.
- **Due to COVID19 restrictions all applicants must be able to work remotely in a secure location maintaining client confidentiality. Only candidates selected for an interview will be contacted.**