



Sioux Valley Dakota Nation  
Employment Opportunity  
**Housing Manager**  
*Sioux Valley Housing Authority*  
Full-time, Permanent

**POSITION SUMMARY:** The Housing Manager shall be responsible for the daily operations of the Sioux Valley Housing Authority. They shall enforce and adhere to the Sioux Valley Housing Authority Policy for all housing units and provide assistance to Sioux Valley Housing Authority needs and responsibilities.

**DUTIES INCLUDE:**

- Responsible for enforcing the SVHA Policy
- Provide SVDN members who occupy residential housing unit with a basic understanding of their tenants' rights and responsibilities under the SVHA Policy
- Responsible for the management of residential housing within SVDN
- Ensure tenants are signing tenant agreements, rent deductions etc.
- Maintain records of all SVHA equipment and supplies
- Maintain adequate records for repairs, renovations or additions
- Inspect all homes as requested and/or needed
- Submit monthly budgets and reporting to Portfolio Holder
- Research rental arrears and enforce collection
- Enforce eviction policy and procedures
- Network with programs regarding Tenant Profiles
- Supervision and overseeing of housing projects

**QUALIFICATIONS:**

- Minimum 2 years management experience
- Must be able to work a flexible schedule
- Knowledge of office equipment and computers
- Must be able to work independently and as part of a team
- Excellent verbal and written communication skills
- Valid Manitoba driver's license and reliable vehicle
- Successful completion of Criminal Record Check and Vulnerable Sector Search & Child Abuse Registry Check, or proof of submission

**Competition Number: 202234**

**APPLICATION DEADLINE: Wednesday, April 13, 2022, at 4:00 p.m.**

*Submit Cover letter and Resume indicating Competition Number:*

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

Phone: 204-855-2760 Fax: 204-855-2131

E-mail: [hrapplications@svdngovernance.com](mailto:hrapplications@svdngovernance.com)

*We thank all who apply but only those selected for an interview will be contacted.*