

STRENGTH  
PEACE  
UNITY

# Mohawk Council of Kahnawake

P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**



Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

INTERNAL/EXTERNAL

## JOB OPPORTUNITY

**POSITION:** Junior Program Manager, Housing Unit

**DURATION:** Fixed-Term, Full-Time  
Six (6) Month Probation Period

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$1,099.88 to \$1,242.38 Per Week  
Hours of Operation 8:30 a.m. to 4:00 p.m.  
Hours per week 37.5 hours per week

**DEADLINE FOR APPLICATION:** Friday, June 28, 2024 - 4:00 p.m.

**REQUIREMENTS:** ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

**APPLICATION:** Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: [Applications@mck.ca](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website:  
[www.kahnawake.com/jobs](http://www.kahnawake.com/jobs)

- Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Aboriginal candidates.

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<b>Job Title:</b>	Junior Program Manager
<b>Division:</b>	Housing Unit
<b>Reports To:</b>	Housing Program Manager
<b>Name of Incumbent:</b>	TBD
<b>Date:</b>	February 2024
<p><b>Purpose:</b> Under the supervision of the Program Manager, the Junior Program Manager researches, analyses, proposes and actively participates in the development or implementation of new housing programs and services which are aligned to the community's needs and the strategic direction of the Housing Unit.</p> <p>Responsible for the continuous improvement of the active programs as per direction and guidelines provided by his/her supervisors. Is accountable for administering the operational components of the Housing programs, including ongoing monitoring and reporting of program, performance as well as collaboration with Federal Funding Agencies and prompt submission of applications and proposals.</p>	
<p><b>Cultural Identity Attributes:</b> Has the ability to work in a steady, thorough, and deliberate manner and has persistence to see a project, initiative, or client files through to completion. High level of attention to detail and organization. The individual is collaborative, methodical, thorough, honest, and compliant. Takes an analytical approach to their work that demonstrates a high level of quality work.</p>	
<b>Roles &amp; Responsibilities:</b>	
<p><b>Assist and participate in the development, implementation, and monitoring of the Housing programs (rental and home ownership), ensuring that programs meet and support the community needs</b></p> <ul style="list-style-type: none"> <li>• Assists in program research, design, implementation, monitoring, support, and enhancement;</li> <li>• Participates in research, development, and implementation of housing programs that meet the needs of the community;</li> <li>• Assists in the coordination of private market engagement and advocacy;</li> <li>• Monitors and evaluates current Housing programs; continuous improvement of delivery of programs/services in partnership with the Client Experience Manager;</li> <li>• Assesses and provides recommendations to Program Manager on program improvements; presents recommendations to the Program Manager and the Client Experience Manager;</li> </ul>	



- Escalates issues related to necessary resources (budgetary and personnel) required for program implementation;
- Participates in the coordination of demographic studies and needs analysis;
- Liaise with Housing Management Team and Finance or other stakeholders as needed to research program offerings;
- In collaboration with Credit Management and Client Experience Manager, participates in the development and implementation of financial literacy education programs and workshops for clients and potential clients;
- Collaborates with Housing Managers to develop processes and facilitate new programs and workshops;
- Proposes possible funding and grant opportunities and may act as a liaison with funding agencies and government agencies to secure funding as needed for programs in close collaboration with Housing Programs and Projects Management Coordinator.

**Manages the administrative and operational components of Rental Housing program to ensure adherence to standards**

- Collaborates with internal MCK units to develop the necessary support for Housing programs – ie. Finance, Lands, Capital, Public Relations, Legal, and IT;
- May participate in outside partner engagement and relationship management (CMHC, Banking) under the supervision of the Program Manager and the Programs & Projects Management Coordinator;
- Participates, contributes, and assists in the Budgeting process;
- Liaise with external parties – information gathering and secure funding (CHMC, Non-profits, other Indigenous communities);
- Provide insight and recommendations for determining program rates.

*The statements herein reflect general details to describe the principal functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.*

**Decision-Making Authority:**

- Proposes project prioritization and distribution;
- Participates in the development of the Housing budget requirements in conjunction with the Managers of the Housing Unit;
- In partnership with the Client Experience Manager and the GM, Planning and Property Management and under supervision and approval by the Program Manager, has the ability to make necessary adjustments to programs to improve quality services and meet the changing needs of the community.

**Accountability:**

- To create delivery guidelines and ongoing monitoring of program within the Housing Unit;
- To inform, update, and consult with key stakeholders of the development and status of programs (Program Manager, Client Experience Manager, other GMs, Housing Director);
- Adherences to and complies with, all policy, procedures, guidelines, and community legislation;
- Reviews and analyzes all housing programs, ensuring continuous improvement;
- Keeps track of client non-payment and follow-up, in collaboration with Finance and/or the Credit Manager, to ensure prompt follow-up with the Client Experience Manager;
- Enhances service delivery and client satisfaction;
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner;
- Maintains confidentiality;
- Adheres to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.

**Education & Experience:**

- Previous experience establishing programs within the residential housing section is preferred
- Bachelor's Degree in Business Administration, Social Work, plus two (2) years relevant work experience;

OR

- DEC in Business Administration, or Social Services, plus three (3) years relevant work experience.

**Knowledge, Skills, Abilities, and Other Attributes:**

- Strong residential housing program development experience is a great asset;
- Knowledge of Kahnawake's Housing Program policies and procedures preferred;
- Strong oral and written communication skills;
- Awareness of community needs and issues impacting the community;
- Strong and well-established connection with the community;
- Understanding financial and banking terms and applications important;
- Project and budgetary management skills essential;
- Proficient knowledge of Microsoft Suite and ability and willingness to learn new tools and systems is a must;
- Sound knowledge and understanding of Mohawk Council of Kahnawà:ke (MCK) dept./unit programs, policies (Land Allotment, Water and Sewer; Land Management, MCK Admin. Manual-Personnel Policy, Mohawk Self Assurance Policy and Membership Law) nice to have;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.



**Working Environment:**

- Five (5) day work week, in office environment or remote office;
- Occasional overtime to meet the needs of the department;
- Considerable stress and exposure to emotional, personal, and sensitive situations (social & family issues) requiring tact, discretion, and confidentiality;
- Occasional travel.

**Competencies:**

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Intermediate	Intermediate	Intermediate	Intermediate	Intermediate	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Intermediate	Intermediate	Intermediate	Core		

**Commitment Statement:**

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

**Signatures:**

Employee’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_