



## Timmins Native Friendship Centre EMPLOYMENT OPPORTUNITY Indigenous Housing Liaison

The Timmins Native Friendship Centre (TNFC) is an award winning Friendship Centre in Ontario and Canada. The TNFC provides services and programs to support the cultural heritage of Indigenous peoples and assist in their inclusion and participation in urban life. We strive to improve the quality of life for urban Indigenous peoples living in the Timmins area by providing intervention, direct services, advocacy and support in the areas of health, education, employment and training, culture, recreation and social services.

The TNFC is the largest service provider for urban Indigenous peoples in the Timmins region. We endeavour to provide a place of rediscovery and opportunities for learning to live in a good way. A rewarding and enriching career awaits you if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

If you are ready to work in our fast paced environment in the capacity of Indigenous Housing Liaison submit your resume today!

### **Responsibilities**

To build relationships with Housing Residents, prevent and limit dissatisfactions, resolve complaints and queries quickly and efficiently. To advocate and liaise on behalf of the tenants to access internal/external services; promote a culturally safe and healthy lifestyle while building community.

### **Qualifications**

- Possess education and/or extensive work-related experience in, the following fields: Property Management, Business Administration, Social Work, and Community Services or similar.
- Proficient knowledge of Tenant and Landlord Law and Regulations
- Minimum of 5 years of demonstrated and related work experience within an Indigenous organization or community.
- Excellent organizational skills, ability to prioritize competing work demands to ensure effective, efficient and timely application of resources and services.
- Ability to speak Cree and/or Ojibway an asset.
- Willingness to work flexible hours, specifically On-Call
- First Aid/CPR, Food Handler's Certificate, and WHMIS.
- Knowledge of the Friendship Centre movement, its aims and objectives.
- Ability to provide a clear Criminal Reference Check and Vulnerable Persons Check.
- Must be licensed to drive a motor vehicle, insured to do so in the Province of Ontario and have access to a safe and reliable vehicle.

*The TNFC is committed to an inclusive, barrier-free selection process. If contacted regarding this competition, please advise the interview coordinator of accommodation measures you may require during our selection process. Information received relating to accommodation needs of applicants will be addressed confidentially.*

**\* 3 employment references will be required at the time of the interview \***

### **Contact Information**

If you are interested in qualifying in this role, please send your resume and cover letter to:

Timmins Native Friendship Centre  
179 Kirby Avenue, Timmins, ON P4N 1K1  
Website: [www.tnfc.ca](http://www.tnfc.ca)

Mickayla Bird, Executive Assistant  
Fax: (705) 268-6266  
Email: [hr@tnfc.ca](mailto:hr@tnfc.ca)

A Full Job Description is available with Reception at [reception@tnfc.ca](mailto:reception@tnfc.ca).

**Date Posted:** May 25, 2018

**Posting Deadline:** Noon on June 15, 2018