



Housing Assistant

Job Posting

Position Title:	Housing Assistant
Hours:	35 hours per week
Wage:	\$19.53 - \$29.29 per hour <i>(starting wage commensurate with experience)</i>
Start Date:	ASAP

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking an organized and professional individual to join our team as the Housing Assistant.

Reporting to the Housing Director, the Housing Assistant is responsible for providing vital support to tenants and community members, fostering strong relationships and promoting successful housing outcomes. The Housing Assistant provides administrative support for the Housing Department, and is the first point of contact for tenants and members. The Housing Assistant provides administrative and client support, enabling streamlined communication and processes within the Housing Department.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Respond to housing-related inquiries from community members via phone, email, or in-person, and direct queries to the appropriate staff.
- Manage tenant and housing files and maintain accurate, updated records.
- Support the Housing Director with clerical and administrative tasks.
- Maintain up-to-date, organized housing files and related paperwork in accordance with LBN standards.
- Coordinate Housing Committee meetings, including scheduling and taking minutes.
- Assist with the completion and tracking of housing applications.
- Prepare and process housing cheque requisitions as required.
- Help manage incoming and outgoing correspondence related to housing matters.
- Provide calm and respectful service to tenants and members who may be facing difficult or sensitive housing situations.
- Maintain confidentiality and professionalism in all interactions.
- Participate in team meetings and contribute to process improvements as needed.
- Assist with housing-related events, meetings, and programs.



Housing Assistant

Job Posting

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- High school diploma.
- Post-secondary education in an administrative program is an asset.

Skills & Abilities

- Minimum of one (1) year of filing and record-keeping experience.
- Strong organizational skills and attention to detail.
- Ability to manage confidential information with integrity and discretion.
- Ability to remain calm, professional, and respectful during potentially difficult conversations.
- Effective verbal communication and listening skills.
- Intermediate abilities using Microsoft Office Suite, including Word and Excel.
- Comfortable using office equipment such as printers, scanners, and multi-line phones.
- Ability to work well independently and as part of a team.
- Understanding of the housing needs and concerns of Indigenous communities is an asset.
- Able to type 45 wpm.

Position-Specific Competencies

- Professionalism: Maintains respectful and courteous conduct in all work settings.
- Adaptability: Able to respond with patience and flexibility to changing situations and demands.
- Communication: Effectively engages with community members, staff, and outside contacts.
- Service Orientation: Approaches member needs with empathy, confidentiality, and a solution-focused mindset.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

- Office-based position with frequent phone and in-person contact with clients.
- May occasionally require extended hours during peak periods or emergencies.
- Potential exposure to emotionally sensitive or high-stress client interactions.



Housing Assistant

Job Posting

Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources
Email: hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.