



# Anduhyaun Inc.

1296 Weston Road, Toronto, Ontario M6M 4R3

Tel: (416) 243-7669 Fax: (416) 243-9929

[www.anduhyaun.org](http://www.anduhyaun.org)

## **JOB POSTING: HOUSING ADMINISTRATOR**

**Date Ad Posted:** April 17, 2024

**Application Deadline:** May 6, 2024

**Contract:** Part-time 4 days/32 hours per week

**Classification:** non-bargaining position

The Housing Administrator (HA) is under the direction of the Executive Director, or designate. The HA is responsible for the effective management of Anduhyaun Inc. Nekenaan Second Stage Housing (NSSH), as well as the development, management, and evaluation of housing services and legislative compliance such as, but not limited to, the Human Rights Code and the Residential Tenancies Act.

The HA will provide housing services consistent with Anduhyaun's mandate:

**To support Indigenous women and their children in their efforts to maintain their cultural identity, self-esteem, economic, physical, and spiritual well-being.**

### **Key Responsibilities:**

- Tenant Relations: documentation, notices, manage Rent-Geared-to-Income (RGI), rent collection, conduct applicant interviews, address tenant issues and concerns
- Building Maintenance: ensure all requirements of service contracts are met, oversee maintenance, safety, and security
- Prepare and submit monthly reports to the Circle of Directors
- Maintain good relations with the City of Toronto's Housing Unit and submit quarterly reports
- Knowledge of Rent-Geared-to-Income (RGI) procedures/processes
- Adhere to Anduhyaun Policies and Procedures, specifically regarding Confidentiality
- Strong administration, organizational, reporting, and communication skills
- Maintain accurate electronic and manual filing of all correspondence and documents

### **Other Duties:**

- Provide emergency on-call service, as needed
- Occasional travel may be required

### **Hours of Work/Hourly Rate:**

- Hours: 32 hours per week
- May be a possibility of some evening and/or weekend work
- Compensation: \$24.00 to \$27.00 per hour

### **Additional Requirements:**

- Must have or be able to acquire a clear Criminal Record Vulnerable Sector Check
- Proof of vaccination against COVID-19 as per Anduhyaun's Vaccination Policy
- Knowledge of Indigenous culture is considered an asset
- Experience in administrative/management role is considered an asset
- Excellent communication skills



# Anduhyaun Inc.

1296 Weston Road, Toronto, Ontario M6M 4R3

Tel: (416) 243-7669 Fax: (416) 243-9929

[www.anduhyaun.org](http://www.anduhyaun.org)

*Due to the nature of the organization's culturally based social services,  
Anduhyaun encourages applications from Indigenous women  
(Section 24 (1) (a), Special Employment, Ontario Human Rights Code).*

**Interested applicants should submit a cover letter and resume in confidence to  
[psupport@anduhyaun.org](mailto:psupport@anduhyaun.org) by 11:00 am on Monday May 6, 2024.**

*Thank you to all applicants, however, only those selected for an interview will be contacted.*