



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### Project Coordinator Home Renovation Pilot Project

**Department:** Native Child Welfare  
**Program:** Home Renovation Pilot Program  
**Reports To:** Family Services Supervisor  
**Hours of Work:** 37.5/week  
**Employment:** Two (2) Year Term Contract

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#### **JOB PURPOSE**

The Project Coordinator is the primary point-person responsible for planning, executing, and delivering the Home Renovations pilot project on time, within budget, and in accordance with specifications. This position is responsible to ensure that all applications and reporting requirements are met, and that compliance is maintained in accordance with the project objectives and all pertinent government legislation and/or Acts. The Project Coordinator is a contractual position to last the duration of the Home Renovation Pilot Project. The duration of the project is 2 years.

#### **KEY DUTIES AND ACCOUNTABILITIES**

- Implement Program Guidelines and assessment criteria for applications to the Native Child Welfare Home Renovation Pilot Project.
- Ensure all Certificate of Possession holders of subject properties have met the program criteria and completed the required legal agreements.
- Coordinate with contractors in ensuring that works repairs on the homes identified in this program are completed to the required standards and specifications.
- Ensure appropriate and relevant information and government legislation such as the Environmental Assessment Act, Environmental Protection Act, Labour Code, Occupational Health and Safety Act, Highway Traffic Act, and Ontario Building Code are followed.
- Organize work with the OFNTSC and/or Habitat for Humanity to do assessments of homes that have been referred to the project.
- Oversee tendering processes and specifications pursuant to the First Nation policy.
- Administer Housing transitional home (25 Maadookii Subdivision) rentals agreements, unit inspections and scheduling
- Ensure quality control and oversee site inspections of these renovations when required.
- Review monthly financial reports and cash flow projections, and where necessary, take necessary corrective measures to remain within budget.
- Maintain files, plans, and records for infrastructure works and liability issues.
- Ability to work independently and autonomously.

## **Reporting**

- Evaluate the effectiveness of the project policies, programs and resources.
- Ensure project goals and objectives are met.

## **Policy Development and Implementation**

- Maximize efficiencies by reviewing contracting opportunities, utilizing outside expertise, fostering partnerships, altering operational delivery, and apply current technology.
- Advise relevant personnel, departments, contractors and consultants of Chippewas of Nawash standards and policies, monitor compliance, prepare reports as requested.
- Develop and recommend appropriate safety and risk management procedures.
- Supervise all activities with all legislated and regulated health and safety requirements are observed and that sound safety practices are maintained.
- Monitor productivity of the services to ensure the First Nation cost containment objectives are being met.

## **Education and Experience:**

- Post-secondary education in a related field, OR certification in relatable project management or construction trades
- 3-5 years proven hands-on experience in construction or maintenance position

## **Knowledge, Skills & Abilities:**

- Working knowledge of current construction materials, techniques and methodology
- Previous experience working with First Nations
- Proficient in computer software programs
- Experience in financial management, budgeting and reporting
- Time management skills
- Knowledge of various legislation, policies and procedures, including the Indian Act, Canada Labour Code, Worker Health & Safety, Water Protection, Risk Management
- Knowledge of the culture, values and traditions of the Chippewas of Nawash Unceded First Nation
- Working knowledge allowing review and interpretation of construction drawings and specifications
- Personal initiative with good planning and organizational skills as well as a high degree of integrity and professionalism.
- Strong capability to identify needs, plan, and develop goals, priorities, and other outcome measures.
- Knowledge of computerized applications such as Microsoft Office.
- Some inspection experience.

### **Designations, Licences & Requirements:**

- Willingness to take all reasonable and necessary precautions to ensure personal health & safety as well as that of fellow employees.
- Valid Ontario “G” Driver’s license.
- Access to reliable vehicle for work related purposes.
- Willingness to provide a current Criminal Background and Vulnerable Sector check.

### **PROBLEM SOLVING & COMMUNICATION**

- Excellent written and oral communication skills.
- Develop a positive and proactive customer service philosophy and responds to community and staff inquiries and complaints according to approved policies.
- Ability to resolve problems associated with the coordination of the project.

### **DECISION MAKING & IMPACT**

- Responsible for program reporting to Family Services Supervisor Housing Manager and Home Renovation Project Assessment Committee.
- The ability and willingness to make difficult recommendations in a timely manner, demonstrating good judgement, respect for organizational policies, and the CNUFN values.
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### **WORKING CONDITIONS**

1. Physical Demands – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 20 pounds.
2. Environment – Mainly an office environment and indoor locations with some exposure to outside during site visits. Minimal exposure to hazardous material (cleaning supplies).
3. Mental Effort – Quick analytical thinking for frequent handling of difficult situations that some may find stressful and or upsetting. Accuracy of reports and meeting deadlines.
4. Position Type/Expected Hours of Work – Regular full-time hours of 37.5 hours per week with availability for evening and weekend work as required. Ability to work remotely.

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

**I hereby acknowledge and agree to comply with the above job description necessary to fill the position.**

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**Employee Name**

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**Employee Signature**

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**Date**

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**Supervisor Name**

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**Supervisor Signature**

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**Date**