



# Ontario Aboriginal Housing Services

## NOTICE OF SEARCH South Eastern Regional Officer

Ontario Aboriginal Housing Services (OAHS) is presently seeking an individual for the position of South Eastern Regional Officer. The position will be located in the Ottawa Valley. OAHS is a Provincial non profit housing provider. The aim of OAHS is to provide affordable and adequate housing to Native and non Native people in Ontario requiring assistance adequate to their needs at a cost within their means.

**Annual Contract Value:** \$40,000.00 - \$58,000.00 based on qualifications & experience.  
Full Benefit Package & Contributory RRSP Package

The position of South Eastern Regional Officer is considered full time. The Regional Officer is required to provide reliable ground transportation and office space.

### **Description of Duties:**

- Inspecting and preparing written inspection reports and work specifications.
- Inspection of work completed by Contractors.
- Securing vacant units.
- Selection of tenants for vacant units.
- Client counselling including payment of rent and mortgages, tenure conversion, building and property maintenance and program compliance.
- Identification of clients qualified for the program.
- Attend Tribunal Hearings.

**Applications must be received by February 22, 2010 at 4:00 p.m.**

**Applications are to be sent to:**

**Ontario Aboriginal Housing Services  
500 Bay St. Main Floor  
Sault Ste. Marie, ON P6B 2N6  
Att: Debbie Beatty General Manager  
or email [dbeatty@oapmc.ca](mailto:dbeatty@oapmc.ca)**