



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Tenant Support Clerk
Supervisor: Lands Director
Status: Full time (37.5 hrs./week)
Employment Term: February 2023 (tentative) – July 31, 2023
Wage/Salary: \$15.00/hour

Membertou is considering changing several street names and is seeking someone to consult with residents of the affected streets, and with the larger community, to consider their opinions and to assist residents as necessary to update billing addresses, IDs, etc.

Duties:

- Produce individualized plans and checklists for each tenant depending on what they need to be changed.
- Visit with tenants as required.
- Assist with paperwork, phone calls, and other requirements.
- Provide reports and summaries as needed.
- Keep tenant information confidential.
- Complies with Band Personnel Policy.
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.
- Other department related duties as required by the supervisor.

Qualifications:

- Grade 12 or equivalent
- Must qualify under Mi'kmaq Employment Training Secretariat (METS) funding*
- Friendly, personable, and professional with excellent communication skills
- Ability to be assigned tasks and work independently to complete tasks
- Clear Criminal Record Check & Vulnerable Persons Check
- Clear Child Abuse Registry Check
- Ability to speak, read, and/or write in Mi'kmaq would be an asset

*Must not be suspended from METS funding and must meet other qualifications of the program used to fund this position. This will be determined by John Marshall, Indigenous Employment Officer.

Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Location: Membertou, Nova Scotia.

CV/Resumes can be submitted to:

Membertou Human Resources Department
Attention: Richard Stevens
47 Maillard Street
Membertou, NS
B1S-2P5

Or via email to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, January 13th, 2023 by 12:00PM AST

Thank you for your interest; however, only those selected for an interview will be contacted.