



## **NAMERIND HOUSING CORPORATION**

### **REACHING HOME PROGRAM – COMMUNITY ENTITY**

**Namerind Housing Corporation serves as the Community Entity (CE) for the Government of Canada's Reaching Home strategy. As the Community Entity, Namerind Housing Corporation administers funding to support vulnerable Regina populations to gain and/or maintain safe, stable housing and receive case management services.**

### **Program Development and Point-in-Time (PIT) Coordinator**

#### **Position Summary:**

Reporting to the Manager, Indigenous Relations & Partnerships, this role is responsible to effectively and efficiently contribute to all aspects of the delivery of the Reaching Home program and the Community Entity's objectives by:

- Establishing and maintaining positive interactions aimed at building capacity in organizations to prevent and/or reduce the number of individuals and families who are homeless.
- Leading, coordinating, and executing all aspects of the nationally mandated Point-in-Time (PiT) Counts of individuals and families who are homeless in Regina. This includes, but is not limited to:
  - Mobilizing those who serve individuals and families who are homeless;
  - Recruiting, training and overseeing volunteers;
  - Ensuring the safety of volunteers and participants;
  - Working with various shelters and public systems to collect data;
  - Conducting data verification, analysis and input;
  - Preparing and submitting interim and final PiT Counts by the deadline.
- Providing funded partners with guidance and support to deliver best practice initiatives.
- Completing the required client data and project results to Service Canada in coordination and consultation with funded partners.
- In collaboration with the Reaching Home team, develops, monitors, analyzes and synthesizes data / information from multiple sources for a variety of reporting requirements
- Participating in regular and ad hoc meetings; providing regular updates on sub-project results and outcomes to the Community Advisory Board.

Post-secondary education is required (e.g., Business Administration, Marketing or Non-profit Sector Studies, Project Management, Community Planning, or a related field). A combination of education and directly related experience may be considered.

A valid driver's license and reliable vehicle is required.

The successful candidate must possess:

- excellent communication skills (i.e. speaking, writing, and listening skills)
- a solid understanding of Indigenous communities, history, and culture
- analytical problem-solving skills using good judgement
- attention to detail and the ability to meet deadlines
- interpersonal skills to work with all stakeholders both internally and externally
- planning and organizing skills with a focus on results
- professionalism and confidentiality

The successful candidate must undergo and pass a criminal background check and provide verification of education credentials.

Namerind Housing Corporation offers a competitive benefits package, pension plan and a great office working environment.

For a more detailed job description, please contact [donna.transitions@gmail.com](mailto:donna.transitions@gmail.com) or submit your resume **no later than Monday, January 29** to [donna.transitions@gmail.com](mailto:donna.transitions@gmail.com) or [employment@namerind.com](mailto:employment@namerind.com)

For more information about Namerind, please visit our website [Namerindhousing.ca](http://Namerindhousing.ca)



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### **Financial Claims Administrator**

#### **Position Summary:**

Reporting to the Assistant Manager, Community Entity, the individual in this role is responsible to perform general financial, administrative, communication, and service functions to contribute to the overall success of the Reaching Home, Community Entity by:

- Providing a wide-range of general accounting and administrative functions.
- Updating accounts, initiating billing/invoicing, analyzing and processing claims and claim payments.
- Sorting, processing and verifying receipts, invoices and expenditures; reconciling transactions and accounts.
- Coding, calculating, verifying, entering, and maintaining all financial documents and records.
- Posting journal entries, preparing trial balances, maintaining general ledgers and preparing financial statements.
- Handling all banking transactions; cash/credit card management.
- Assembling financial information for formal submission and reporting requirements.
- Assisting with in-depth sub-project monitoring (e.g., may review tax remittance forms, workers' compensation forms, pension contribution forms and other documents as well as related financial information and records).
- Working with all internal and external stakeholders to provide assistance, address enquiries and provide required information.

Post-secondary accounting education and experience working in an accounting/finance role is required.

The individual in this role must possess:

- excellent communication skills (i.e. speaking, writing, and listening skills)
- a solid understanding of Indigenous communities, history, and culture
- analytical problem-solving skills using good judgement
- attention to detail and the ability to meet deadlines
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