



PEEPEEKISIS CREE NATION No. 81
P.O. Bo18 • Balcarres, Sk • S0G 0C0
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Job Advertisement

Position:	Housing Manager	Location:	Peepeekisis Cree Nation
Date Posted:	June 10, 2026	Date Closed:	June 24, 2026
Reports to:	Director Capital & Community Infrastructure	Classification:	Term- Full-Time
Department:	Housing	Competition #:	2026-06-10-H

Job Summary

Reporting to the Director of Housing and Capital & Community Infrastructure, the Housing Manager will be responsible for the supervision of Housing/Renovations programs and activities funded through Indigenous Services Canada (ISC), CMHC and other funding agencies. The Manager works in the community respecting the Elders, culture, and traditions of the Peepeekisis Cree Nation.

Duties:

- ✓ Ensure all work and activities within department are conducted in a safe and presentable manner
- ✓ Responsible for Managing the day-to-day activities of the Peepeekisis Cree Nation Housing department which will include overseeing renovations, major new housing projects, and supervising housing staff.
- ✓ Ensure that a “team Approach” to delivering effective and efficient programs and services is implemented.
- ✓ Ensure the development and implementation of sound cost effective housing and renovation plans.
- ✓ Advise and make recommendations to the Director of Capital & Community Infrastructure on housing concerns and issues.
- ✓ Ensure that all programs and services delivered in an effective and efficient manner.
- ✓ Provide written and oral reports to the Director of Capital & Community Infrastructure.
- ✓ Managing and maintaining CMHC Programs.
- ✓ Develop and implement various proposals and reports related to Housing.
- ✓ Promote cooperation and teamwork between: All Staff; INAC; FHQ and CMHC personnel
- ✓ Authorize sick and annual Leaves, travel, education, purchase orders, accounts payable.
- ✓ Document and partner with Human Resources on staff grievances and disputes.

Qualifications:

- ✓ Diploma in Administration and related experience in Housing
- ✓ Knowledge and commitment to the philosophy, goals, and objective of the Peepeekisis Cree Nation
- ✓ Understanding and appreciation of First Nations culture and traditions
- ✓ Knowledge of current issues relating to Housing
- ✓ External relationships include FHQTC, INAC, CMHC
- ✓ Extensive knowledge of federal, provincial and municipal government services and programs that are available to First Nations

Requirements:

- ✓ Excellent working knowledge of various software programs (Gmail, Microsoft word, excel, on-line meeting platforms etc.)
- ✓ Ability to utilize personal computer, and various office equipment and to type efficiently and effectively
- ✓ Excellent public relations, oral and written; Interpersonal and leadership skills
- ✓ Demonstrated ability to work in a team environment with minimal supervision, willingness to learn new skills and upgrade qualifications.
- ✓ Well-developed planning and organizing abilities
- ✓ Ability to deal tactfully with sensitive issues and always maintain confidentiality.
- ✓ Valid Saskatchewan Class 5 Drivers and clean abstract
- ✓ Acceptable Security clearance may be required

Please submit: Covering letter, 3 reference letters and CPIC

Attention: Human Resource Manager,

selena.dieter@peepeekisis.com or Fax: 306-334-2280

Only those selected for an interview will be contacted.