Canadian Mental Health Association Kootenays
Mental health for all

Association canadienne pour la santé mentale Kootenays
La santé mentale pour tous

INTERNAL / EXTERNAL JOB POSTING

JOB TITLE: Housing Administrative Assistant 1
PROGRAM: Silver City Gardens, Trail BC
CLASSIFCIATION: Bargaining Unit Excluded
WAGE: $25.61
HOURS: 20 hours per week with flexible schedule (eligible for benefits - medical, dental, EFAP- after 3 months)
CLOSING DATE: October 18, 2026

JOB SUMMARY: Provides administrative and property management assistance and support to the on-site housing Property Manager. Produces reports, newsletters and accurate data entry in accordance with Association standards and property management requirements. Performs cleaning and minor maintenance of building and grounds, and assists with unit turnovers.

Qualifications:

- Certificate in human or social services, administration field, recreation course or residential property management.
- Six months recent related experience.
- Or an equivalent combination of education, training, and experience.
- Current BC Driver's License
- Reliable personal vehicle willing to use for work purposes
- Clear Criminal Record for working with vulnerable populations
- Knowledge of local community resources and awareness of local cultural diversity & local social sector issues
- Strong Microsoft Office (Outlook, Word, Excel, PowerPoint) skills
- Ability to read and interpret documents such as safety policies, operating and maintenance procedures and manuals.
- Ability to manage stressful, emergency and crisis situations.
- Ability to work cooperatively with individuals from diverse economic, cultural and social backgrounds.
- Physically capable of performing light maintenance and able to lift 25lbs (12kg)

Key Duties and Responsibilities:

- Provide administration support services as directed by the Property Manager
- Produce and maintains monthly newsletter, tenancy notes, tenant records/files, documents, forms and statistical information
- Distribute information, notices and keys to tenants, and run errands as requested
- Assist with tenant intake, move-ins and move-out as required. This may include completing forms and scheduling appointments
- Provide word processing, data input and typing support such as correspondence, completion of forms and tenant information. Draft routine correspondence such as thank you letters, tenant notification letters and internal memoranda
- Plan, organize, implement and evaluate recreational, social and or educations activities for tenants within the assigned housing project

- Engage and communicate with tenants in a professional, respectful manner, facilitating and offering encouragement and facilitating participation in activities
- Decorate facility lobby areas and maintain lobby bulletin board with suitable local events, general information for seniors, information on health and safety, etc
- Ensure the safety of participants and able to respond to emergencies in accordance with established polies and guidelines.
- Complete light cleaning and maintenance duties and repairs such as changing light bulbs, clean, wash and disinfect walls, windows, blinds, vacuuming, and mopping.
- Collect and dispose of refuse and maintain clean refuse areas; perform spot-clean-ups as required.
- Assist with cleaning units during turnovers
- Provide vacation coverage for Property Manager, when required.
- Performs other related duties as required.

Applicants to submit cover letter and resume to: reception@cmhakootenays.org
Subject: Trail Housing Assistant
CMHA Kootenays thanks all applicants; however, only those selected for interviews will be contacted