

## EMPLOYMENT, LEGAL NOTICES &amp; TENDERS



## Full-Time TENANT RELATIONS OFFICER Lynn's Place, YWCA NWT

The Tenant Relations Officer is responsible to ensure the safety and security of women and children residing in Lynn's Place Second Stage Housing facility.

The Tenant Relations Officer is located at Lynn's Place Second Stage Housing facility in Yellowknife, Northwest Territories and reports to the Manager of the facility or to the Director in her absence. The incumbent is responsible for ensuring the security of Lynn's Place, responding to on-site emergencies, and to requests for assistance from residents with a variety of crises.

### Responsibilities:

#### 1. Ensures the health, safety and security of clients residing in Lynn's Place

- calls RCMP, fire or ambulance for emergencies or if backup is required on site
- maintains First Aid status and provides first aid
- acts as Fire Steward in case of a fire and assists tenants to evacuate
- is available after business hours for contact by RCMP, child protection and other emergency personnel
- conducts patrols of the building and the grounds
- responds to emergency maintenance issues and notifies on call staff if repairs are urgently required
- keeps common areas and emergency exits clear of debris
- ensures that access doors are properly locked
- monitors building entries to ensure that only tenants and their guests have building access
- monitors and operates the security camera system
- assists tenants who are locked out

#### 2. Manages tenant relations

- treats everyone in a polite and respectful manner
- responds to requests for assistance in crises
- responds to excessive noise complaints in order to control disruptions to other tenants and the community
- ability to be diplomatic and non-judgmental in emotional and sensitive situations
- attends meetings regarding tenant concerns
- attempts to de-escalate situations before they become crises
- uses a trauma informed approach with tenants
- maintains confidentiality and avoids discussions in open areas
- ability to de-escalate crises and maintain boundaries in stressful situations

#### 3. Administration

- attends meetings of Lynn's Place staff
- communicates issues and concerns for joint problem solving of tenant issues
- prepares shift and incident reports and client specific information in client files
- performs other tasks as assigned by supervisor

### Knowledge, Skills and Abilities:

- good record keeping skills
- good oral and written communication skills
- basic computer skills
- excellent attention to detail
- sound decision making skills
- training in non-violent crisis intervention
- ability to respond effectively in crisis situations and maintain boundaries
- ability to work independently with minimal direct supervision

### Typically, the above qualifications would be attained by:

Some education in social sciences or a related field and some experience working with families, homelessness or addictions issues.

Criminal records check, current First Aid/CPR certification and Immunization & TB screening records required.

### Start date: ASAP

### Apply to:

Hawa Dumbuya-Sesay  
Email: ed@ywcanwt.ca  
www.ywcanwt.ca



## INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

As to the  
Availability of Space for Lease in  
Fort Smith, Northwest Territories

File Number: 81001523

Public Works and Government Services Canada is asking interested parties to submit a response by November 13, 2020, with respect to providing office space for lease in buildings in Fort Smith, for a term of seven years and three months commencing on or about December 1, 2023.

To view the complete text of the request and to respond to this invitation, please log on to [www.buyandsell.gc.ca/goods-and-services/leasing-of-real-property](http://www.buyandsell.gc.ca/goods-and-services/leasing-of-real-property) or contact Sheena Collins at 780-907-4786 or [sheena.collins@pwgsc-tpsgc.gc.ca](mailto:sheena.collins@pwgsc-tpsgc.gc.ca).



## Mackenzie Valley Land and Water Board

### NOTICE OF APPLICATIONS

**Company:** Government of the Northwest Territories – Department of Infrastructure

**Location:** Mount Gaudet Access Road

**Purpose:** Type B Water Licence and Type A Land Use Permit for the widening and conversion of a public winter road to an all-season road, quarry operations

**File #:** MV2020E0011 MV2020L8-0009

**Comment deadline:** November 6, 2020

**Company:** NWT Rare Earth Ltd.

**Location:** Thor Lake, NT (Nechalacho Project)

**Purpose:** Type B Water Licence and Type A Land Use Permit for early works activities.

**File #:** MV2020D0013 MV2020L2-0010

**Comment deadline:** November 10, 2020

Comments, recommendations, or notices of application for water compensation must be submitted by the comment deadline indicated above using the Board's Online Review System (ORS) at [www.onlinereviewssystem.ca](http://www.onlinereviewssystem.ca).

These applications and materials related to the proceedings can be viewed using the ORS or by contacting the Board's office at 867-669-0506.



## Mackenzie Valley Land and Water Board

### Mackenzie Valley Resource Management Act and Waters Act

### NOTICE OF PUBLIC HEARING

**Company:** Northwest Territories Power Corporation

**Location:** Bluefish Power Generation Facility

**Purpose:** Type A Water Licence for Power Generation

**File #:** MV2020L4-0005

A public hearing will be held by the Board to fulfill 41(2)(a) of the *Waters Act* on **November 25, 2020, from 9:00 am – noon and resuming 1:30pm-4:30pm with an evening session held from 7:00pm – 8:00pm.** The hearing will be held in **Yellowknife, NT and virtually** in accordance with the Board's *Rules of Procedure*.

If no notice is received of persons indicating their intention to appear and make presentations concerning this application, and the Applicant consents in writing to the disposition of the matter without a public hearing, the Board may cancel the hearing as per subsection 41(3) of the *Waters Act*.

This application and materials related to the proceeding can be viewed on the Public Registry at [www.mvlwb.ca/Registry](http://www.mvlwb.ca/Registry) or by contacting the Board's office at 867-669-0506

## NAHANNI CONSTRUCTION LTD.



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## ACCOUNTS PAYABLE/ RECEIVABLE CLERK

Applicant requirements:

- minimum of two years' experience working in AP/AR or a similar field required
- minimum of one year experience working on an electronic accounting software such as Jonas, Quickbooks or Simply Accounting
- highly organized and attentive to detail, to ensure the accurate entry of data
- ability to multi-task and adapt to changing priorities
- comfortable working in a fast paced environment

Please send resumés to [jobs@nahannincl.com](mailto:jobs@nahannincl.com) and indicate in the subject line which position you are applying for.



## Dehcho Divisional Education Council

## REQUEST FOR PROPOSALS

### Student Residence House Parents

The Council is hiring house parents on contract, for a twelve bed, coeducational students' residence located in Fort Simpson.

The home serves the needs of male and female students attending school in Fort Simpson. The facility will be operated according to the Operational Guidelines established by the Council. Written applications will be evaluated according to the Operational Guidelines that may be obtained from the Dehcho Divisional Education Council office.

### Responsibilities:

- provide a culturally-based family environment, where students will receive nurturing as well as personal, academic, social support
- work closely with parents and officials of the Council
- provide experiences that develop living cultural and recreational skills

### Qualifications:

- experience working with adolescents in a cross-cultural setting
- training in the area of counseling and personal growth
- ability to assist high school students with their studies

Written proposals, that include personal resumés and references, **must be received at the Council office by 5:00pm, November 6, 2020.** If interested in applying, please contact the Council office for a copy of the application form and requirement to be submitted as well as a copy of the Terms of Reference.

Dehcho Divisional Education Council  
P.O. Box 376, Fort Simpson, NT X0E 0N0  
Phone: (867) 695-7300 Fax: (867) 695-7359  
Email: [pbrulot@ddec.ca](mailto:pbrulot@ddec.ca)

## EMPLOYMENT OPPORTUNITIES



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INUIT TAPIRIIT KANATAMI

*Inuit Tapiriit Kanatami (ITK) is the national representational organization for 65,000 Inuit in Canada, the majority of whom live in four regions: the Inuvialuit Settlement Region (Northwest Territories), Nunavut, Nunavik (Northern Quebec), and Nunatsiavut (Northern Labrador). Consistent with its founding purpose, ITK represents the rights and interests of Inuit at the national level through a democratic governance structure. We are seeking energetic and self-driven individuals to join our team in Ottawa in the following areas:*

- **MANAGER, COMMUNICATIONS**
- **COMMUNICATIONS ADVISOR, EDITOR**
- **SENIOR COMMUNICATIONS ADVISOR, EXECUTIVE TRAINING**
- **SENIOR POLICY ADVISOR – JUSTICE; HEALTH AND SOCIAL DEVELOPMENT; ENVIRONMENT, OCEANS AND WILDLIFE; EDUCATION; ECONOMIC DEVELOPMENT**
- **SENIOR IT ADVISOR, SYSTEMS ADMINISTRATOR**
- **RESEARCH COORDINATOR**
- **SENIOR RESEARCH AND POLICY ADVISOR**

Applicants who are beneficiaries of a Land Claims Agreement will be given priority hiring. We encourage applicants to self-identify.

[WWW.ITK.CA](http://WWW.ITK.CA)