

OCCUPATIONS

COMMUNITY GOVERNMENT ASSISTANT HOUSING MANAGER

JOB DESCRIPTION

Assistant Housing Managers are responsible for assisting with the administration, management, and delivery of all public social housing programs, services, and properties within the community under the terms and conditions of the Management Agreement between the Local Housing Organization (LHO) and the Northwest Territories Housing Corporation (NWT HC). They follow legislation, policies, and Generally Accepted Accounting Principles (GAAP) to maintain the financial health of the organization. They report to the Senior Administrative Officer.

This occupation is also referred to as Comptroller, Financial Comptroller, and Controller.

CERTIFICATION

The Department of Education, Culture and Employment, in conjunction with the School of Community Government, Municipal and Community Affairs (MACA) offers a certification program that is recognized throughout the Northwest Territories. The program is based on the Occupational DACUM chart and involves several steps as outlined in the following pages. Upon successful completion of the process, the candidate receives a Certificate of Competence awarded under the NWT Apprenticeship, Trade and Occupations Certification Act. Candidates proceed through the certification process with the support and encouragement of their supervisor and employer.

REGISTRATION

Individuals wishing to become certified as an Assistant Housing Manager must register with the School of Community Government, MACA. To be eligible for the program, individuals must be permanent residents of the Northwest Territories, and currently or recently employed as an Assistant Housing Manager (or equivalent) within the Northwest Territories. There is no cost for the program.

CONTACT

Penny Johnson, School of Community Government
Municipal & Community Affairs, 867-920-6121.

O C C U P A T I O N S

Certification Requirements - Assistant Housing Manager

Note: This chart gives an overview of the steps required to achieve certification as an Assistant Housing Manager in the Northwest Territories. Further details are included with the Registration Package.

<p>Registration</p>	<p>Applicants should complete the Application form and the Verification of on the Job Work Experience and submit to the School of Community Government.</p> <p>Coursework is not a requirement for certification. However, the School of Community Government offers a Community Finance Officer Program. The program provides courses on community government accounting cycles; accounting records and payroll; computerized accounting applications; payroll administration; human resource administration; and legislation and general administration.</p>
<p>Skills Assessment Checklist</p>	<p>The Checklist is a self assessment that is completed by the candidate and reviewed by the supervisor. It is not a pass or fail. The Skills Assessment Checklist is a workbook that enables candidates to verify competence in the skills outlined in the AHM DACUM Chart. If the candidate is not performing the particular skill area or completing the associated task it may be because they need training or because it is not a part of their job requirement. The supervisor should note it down in the comment section. The supervisor and candidate should take the opportunity to discuss the reason for the gap and address it - whether it is a training need or the supervisor becoming aware that the gap is a skill/task that the employee could be performing.</p> <p>Submit the completed Skills Checklist including the Request for Written Examination to the School of Community.</p>
<p>Work Experience</p>	<p>The candidate must have a minimum of two years work experience as an Assistant Housing Manager before being eligible to write the Written Examination. During that time the Skills Checklist may be completed.</p> <p>Equivalencies Candidates who do not have two years of experience must have</p>

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	<p>a minimum of five years of experience in the finance field (such as a Finance Clerk) before completing the Written Examination.</p>
Written Examination	<p>The Written Examination is based on information contained in the Assistant Housing Manager DACUM Chart. There are 100 multiple-choice questions. Candidates have four hours to complete the exam and may choose to take the exam orally and/or with an interpreter, if desired.</p> <p>The exam must be completed in an approved location and must be invigilated by an approved representative such as a Supervisor or Adult Educator.</p>
Practical Exercises	<p>The Practical Exercise component consists of three exercises designed to reflect actual workplace practices. To prepare for the practical exercise an expanded core competency has been developed that outlines all the skills and sub-skills the candidate should know.</p> <p>The competencies are cross-referenced with the School of Community Government's curriculum as a training guide. Candidates have four hours to complete each exercise. The exercises must be completed in an approved location and must be invigilated by an approved representative such as a Supervisor or Adult Educator.</p>
Assessment of Professionalism	<p>Candidates must obtain an Assessment of Professionalism from their immediate supervisor or from another approved individual. The Assessment of Professionalism indicates that the candidate has met the professional competencies required for the occupation.</p>
Certification	<p>Once the certification requirements have been met, the School of Community Government will arrange for the presentation of the Certificate of Competence that is signed by the Minister of Education, Culture and Employment.</p>