



**Position:** Title Services Coordinator

**Closing:** Posting will remain open until position is filled

**Term:** 24- month contract (35 hours per week) – with possibility of extension

**Salary Range:** \$44,100-\$51,820

Our Vision is “to lead the design, development, and delivery of sustainable and culturally appropriate housing that promotes excellence in the Indigenous community and organizational infrastructures.”

We are currently seeking a **Title Services Coordinator** for any of our offices located in **Sault Ste. Marie, Dryden, Peterborough or Hamilton.**

As a **Title Services Coordinator**, reporting to the Senior Titles Manager, you will be an integral member of Housing Development Team, coordinating and contributing to the delivery of legal and realty documentation and the administration of various housing programs, in the province of Ontario. The Title Services Coordinator will also be required to work closely with clients, internal staff, and external parties including law firms, banks, realtors, and government agencies.

**PLEASE APPLY ON OUR CAREERS PAGE:**

<https://careers.risepeople.com/ontario-aboriginal-housing-support-services-corporation/en>

*Ontario Aboriginal Housing Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Ontario Aboriginal Housing Services also welcomes and supports diversity including those who identify as 2SLGBTQQNBIA+.*

**In meeting the objectives and vision of the organization, preference will be given to qualified individuals of First Nation, Métis, or Inuit ancestry, and are asked to self-identify on their cover letter.**

Please note that you are encouraged to apply early as interviews will be scheduled as applications are received. We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.

**Compensation:**

In return for your ongoing excellent performance, strong work ethic, and commitment to our vision, mission, values, strategic plan, and the people we serve, Ontario Aboriginal Housing Services offers a comprehensive compensation package. **This comprehensive compensation package includes:**

- Challenging and fulfilling work; an inclusive and supportive team; and a work environment steeped in and guided by Indigenous culture;
- Comprehensive medical & dental benefits + company vehicles available for fieldwork;
- \$1000 Health Spending Account + \$1000 Wellness Spending Account per employee
- Additional paid holidays (in addition to statutory holidays) include Louis Riel Day, National Indigenous Peoples Day, Remembrance Day, Family Day and Easter Monday;
- Opportunity for cultural, educational, and other approved leaves;
- Supported training opportunities for personal and professional development while reciprocally enhancing organizational capacity;
- A competitive salary in the pay band 5, \$44,100-\$51,820

**Duties and responsibilities will include, but not be limited to the following:**

- Supporting OAHS's mission and vision and making significant contributions to the achievement of the corporate strategic plan including revenue-generating opportunities;
- Coordinating the preparation and processing of documents for mortgage and realty closings and ensuring compliance of Service Agreements, program guidelines, mortgage terms, title, and loan-to-value;
- Communicate with the Titles, Property Management, Technical, Finance, Housing Development and Programs staff using multiple channels;
- Coordinating, monitoring, tracking and reporting the expenses and Invoices and receipt of Title Services and Program-related funds; ensuring timely distribution and monitoring receivables; inputting invoices into Business Management system (BMS) for approval by the Title Services Manager;
- Communicating and engaging with local, regional and provincial organizations, service managers, Indigenous organizations, and government agencies with the objective of developing new and strengthening existing partnerships and providing title services and related information;
- Communicating internally and externally by phone, mail, and email; producing correspondence, reports, spreadsheets, graphics, and presentations and inputting and manipulating stored data to reformat, revise, and update information as required as well as maintaining both manual and electronic filing systems;
- Communicating professionally using multiple channels with a variety of stakeholders both internal and external to the organization including clients; providing information regarding mortgages and title and referring more complex enquiries to the Title Services Manager;
- Providing quality control to ensure accuracy of information contained in all documentation exchanged and provided to internal and external parties utilizing full suite of Office 365 products;
- Maintaining, updating, and tracking day-to-day work activities and providing regular status reports and material to the Title Services Manager for management reports and meetings;
- Identifying opportunities for process improvements and make constructive suggestions for change; actively participating in regular meetings;
- Contributing to the development, maintenance, and improvement of Standard Operating Procedures (SOPs), How-To's, Process Maps, and Key Performance Indicators;
- Monitoring legislative and regulatory amendments and notifying the Title Services Manager of any noted compliance issues;
- Assigning and monitoring tasks as necessary to Title Services Administrative Assistants staff;
- Working closely with Management, staff, and other departments on various day-to-day activities/assignments/projects;
- Commissioning documents as required for OAHS purposes;
- Update and maintain subscriptions
- Other duties as assigned.

**To qualify for this role, the successful candidate will have the following qualifications and skills:**

- Knowledge of and an appreciation for Indigenous culture and a values system that believes in holistic wellness and in assisting people to become and stay safely housed;
- Post-secondary Degree or Diploma in a related field (Law Clerk, Legal Office Administration, etc.) is preferred or a combination of education and experience;
- Chartered designation from the Chartered Institute of Housing is preferred or willingness to undertake and successfully complete these studies;
- Demonstrated ability to work independently and as part of a highly motivated, professional, and results-oriented team;
- Strong organizational, investigative, analytical, problem solving and decision-making skills, detail oriented;
- Strong knowledge of legal concepts, principles, and terminology;
- Strong ability to read, interpret, and apply legal documentation to various scenarios, laws and legislation using sound judgement;
- Strong facilitation, consultation, training, and team building skills to foster effective partnerships and integrated networks with internal and external stakeholders (preferred);
- Excellent oral and written communications skills, including customer service skills;
- Ability to exercise sound judgment in working with clients, housing development and program staff and management;
- Proficiency in Microsoft Office 365 programs (Word, Excel, PowerPoint, Outlook, data management), and database applications to administer the documentation and procedural processes;
- Strong knowledge of Titles specific software (Teraview, GeoWarehouse, MPAC, RealtiWeb);

- Ability to coordinate and prioritize projects, multi-task, manage conflicting demands with stringent deadlines, and work under pressure;
- Demonstrated expertise in legal and corporate research techniques using both print and electronic resources would be an asset;
- Strong interpersonal skills and demonstrated ability to contribute to the achievement of team goals while maintaining a professional demeanor and attitude at all times;
- High level of integrity and work ethic and the ability to handle sensitive or confidential information with tact and discretion;
- Strong desire and willingness to attend and participate in workshops, professional development, and continuing education opportunities to further develop working knowledge and skills.
- Ability to become and maintain a Commissioner for Taking Oaths as per Ontario Government guidelines

**Conditions of employment:**

- Ability to travel throughout the province as required (limited);
- Ability to work varying hours/days;
- Valid CPIC Clearance (Criminal Records check) and/or Vulnerable Sector Check;
- References;
- Current, valid Ontario Driver's Licence;
- Safe driving record (3-year Driver record search); and
- Full use of a safe, reliable vehicle. (preferred)

*We thank all candidates who choose to apply, however, only those selected for an interview will be contacted.*

**For the Health and Safety of employees, all new employees are required to be fully vaccinated against COVID-19 as a condition of being hired by OAHS. For clarity, fully vaccinated means two doses of the COVID-19 vaccine and that at least 14 days have elapsed since completion of your vaccine series. OAHS will require proof of full vaccination prior to an employee's start date.**

**OAHS' requirement that successful applicants be fully vaccinated is subject to any accommodation obligations it may have under the Ontario Human Rights Code.**