

certificate program First Nations Housing Manager

Program Overview

The First Nations Housing Manager Certificate Program will train housing managers so they can do their work more efficiently and effectively. It will enable First Nations housing managers to assist communities to benefit from affordable, healthy, high quality, and well-maintained housing.

The program is made up of six online credit courses that may be taken as a complete training program or may be taken individually:

- Introduction to Housing Management
- Housing Administration Level I
- Housing Administration Level II
- Financial Management for First Nations Housing Managers
- Introduction to Construction and Renovations
- Interpersonal Communications for Housing Managers

The program provides learners with the opportunity to develop management skills through a combination of theory and practical application. The interactive approach to learning new skills encourages participants to test new ideas, fine tune relevant skills and share experiences and expertise with other housing managers in a supportive learning environment.

The program is intended to provide training to housing managers who work with on-reserve housing programs, or those who may do this work in the future. It will also benefit others involved in First Nations governance or administration.

Location

Courses are delivered online

This program was developed through collaboration of Vancouver Island University and the Canada Mortgage and Housing Corporation (CMHC).



Program Goals and Objectives

The key program objectives are to provide First Nations on-reserve housing managers with:

- Practical knowledge and skills to manage housing programs, projects and activities.
- An introduction to general, transferable management concepts and theory.
- A culturally relevant learning experience.
- Practical professional development, recognizing and complementing existing work schedules and minimizing time away from communities and ongoing work functions.
- Effective communication skills and the ability to develop and maintain relationships as required by the housing manager.
- An understanding of the basic elements of construction and renovations in relation to the role and responsibilities of the housing manager, including: house construction selecting and adapting house plans and building materials, site management, contracting, principles of green building, and best practices for managing renovations.
- VIU First Nations Studies has reviewed the curriculum, and will “accept it as including enough Indigenous content to be applied toward a major or minor in First Nations Studies”.



Certificate for First Nations Housing Manager

Program Outline

The following courses may be taken in any order with the exception of FNHM 100T being the first course you must complete and FNHM 110T must be taken before FNHM 120T.

Introduction To Housing Management (FNHM 100T)

An introduction to the role of housing manager and overview of key elements of the job: property management, tenant relationships, maintenance management, financial management, supervision, and contract management.

Course Prerequisites: Grade 12 or equivalent

Course Hours: 60 hours/12 weeks

Course Credits: 3 credits

Introduction To Construction And Renovations (FNHM 150T)

An introduction to the basic elements of construction and renovations in relation to the responsibilities of the housing manager. Topics include: roles and responsibilities, building houses and building community, selecting house plans and materials, new home construction, site management, contracting, green building principles, best practices in renovations.

Course Prerequisites: FNHM 100T

Course Hours: 60 hours/12 weeks

Course Credits: 3 credits

Housing Administration Level I (FNHM 110T)

An overview of the basic administrative responsibilities expected of a housing manager, including managing meetings, organizational performance, governing documents, and tenant and homeowner relations.

Course Prerequisites: FNHM 100T

Course Hours: 50 hours/12 weeks

Course Credits: 3 credits

Housing Administration Level II (FNHM 120T)

An overview of the basic elements of administration, continuing from Housing Administration Level I. Topics include: personnel and performance management, information management, proposal development, project management, risk management, and maintenance management.

Course Prerequisites: FNHM 100T and FNHM 110T

Course Hours: 50 hours/12 weeks

Course Credits: 3 credits

Financial Management For First Nations Housing Managers (FNMH 130T)

An introduction to financial management for the housing manager. Topics include: basics components of financial management for the housing manager, financial responsibilities of First Nation governments, budgets and cash flows, audits, and financial records and reports.

Course Prerequisites: FNHM 100T and basic computer skills and Excel

Course Hours: 50 hours/12 weeks

Course Credits: 3 credits

Interpersonal Communications For Housing Managers (FNHM 140T)

An introduction to interpersonal communications, interpersonal relationships, and development of interpersonal communication skills required in the role of housing manager. **Textbook required (not included):** Beebe, Steven A., Beebe, S. J., & Redmond, M. V. (2009) *Interpersonal Communication Relating to Others* (6th Canadian ed).

Course Prerequisites: FNHM 100T

Course Hours: 50 hours/12 weeks

Course Credits: 3 credits

Admission Requirements

- Grade 12, or equivalent, or mature student

Recommendations for Admission: It is advised that students have sufficient essential skills (reading, writing, and numeracy, computer use) to be successful in the program.

Notes on Admission

- Physically fit and able to adapt to working conditions
- Good hand/eye coordination
- Good health, free of vision, hearing, or respiratory ailments

How To Apply

Submit the Vancouver Island University Application For Admission form (Note: There is a \$38.55 application fee for first time applicants to Vancouver Island University)

Fees

- Tuition: \$1095 per course (6 courses in total)
- Student Union & Activity fees

This program is not eligible for student loans

Note: fees are subject to change.

Graduation Requirements

The First Nations Housing Manager Certificate will be awarded on successful completion of all six courses that comprise the program.

For More Information

Visit www.viu.ca/ccs/certificates/
Contact **Community Extension & Contract Services** 250-746-3546 or email ccscowichan@viu.ca.