



Contract Scope of Work Tenant Compliance Data Clerk (6-Month Term)

Reporting To:

MFN Housing & O&M Manager

Purpose of Contract

The Contractor will provide data management and administrative support services to establish and maintain a **tenant compliance and appeals tracking system** for Muskoday First Nation (MFN).

This work will ensure accurate record-keeping, timeline tracking, and preparation of documentation required to support tenant compliance processes and appeal reviews.

Scope of Services

The Contractor will:

1. Case File Management

- Develop and maintain a **centralized tenant case file system**
- Create and update individual tenant files, including:
 - Notices
 - Communication logs
 - Actions taken
- Ensure all records are complete, accurate, and consistently maintained
- Must possess a CISW or a CSW. A BISW would be an asset.

2. Timeline Tracking

- Track and monitor:
 - Notice issuance dates
 - Appeal deadlines
 - Compliance with timelines
- Maintain a **live tracking system**
- Notify relevant personnel of upcoming or missed deadlines

3. Documentation Preparation

- Prepare intake and documentation packages for:
 - Appeal hearings
 - Interdepartmental reviews
- Compile complete files demonstrating:
 - Communication with tenants
 - Actions taken
 - Accommodation efforts

4. Reporting

- Produce regular reports including:
 - Active case summaries
 - Upcoming deadlines
 - File completeness status
- Support documentation requirements for Housing and Administration

5. Administrative Support

- Provide administrative coordination support to:
 - Housing
 - Lands
 - Community Safety
- Assist in improving data tracking systems and processes

Deliverables

- Centralized tenant case tracking system established
- Complete and organized tenant files for all active cases
- Ongoing deadline tracking log
- Intake and appeal documentation packages
- Regular reporting (as directed)

Term

- 6-month contract term

Compensation

- Hourly rate: **\$28/hour**
- Based on approved hours and submission of invoices

Confidentiality

The Contractor must maintain strict confidentiality of all tenants, housing, and administrative information and comply with MFN policies and procedures.

Application Process:

Deadline for applications: May 15th, 2026

Please provide documentation confirming education and experience in this field.
Please direct all tenders including 3 work references to:

Ernie Dreaver – Human Resources Officer
Muskoday First Nation
email: resume@muskodayfn.ca