



ON-RESERVE AND COMMUNITY HOUSING INITIATIVE 2024-2027

STREAM 4 - CAPACITY ENHANCEMENT

ON-THE-JOB TRAINING FOR A NEW HOUSING RESOURCE

REFERENCE: Capacity Enhancement Guide - [On-the-job Training for a New Housing Resource](#)

1) GENERAL INFORMATION

Applicant

Project title

2) PROJECT DESCRIPTION

Description of housing issues

Job description to be created through on-the-job training

Job title

Housing Director

Maintenance Worker

Housing Manager

Project Manager

Housing Agent/Coordinator

Property Manager

Administrative Assistant

Accounting Officer

Tenant Relations Officer

Other :

Sector of activity

Housing administration

Housing maintenance

Financial management of housing

Housing construction and renovation

Other :

Job description

Expected housing results as a result of the financial assistance provided by ISC as part of the on-the-job training of a new housing resource.



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Details on support and training activities for the new employee during the project

3) TIMELINE AND FINANCING

Financial assistance from ISC for on-the-job training is available for a minimum of 3 months (12 weeks) to a maximum of 2 years (104 weeks).

Project start date	
Project end date	

Salary offered (with benefits) hourly or annual					
Will the position be maintained once the ISC assistance is over?	Yes		No		Uncertain

	CONTRIBUTIONS			TOTAL PROJECT COST (A+B+C)
	FINANCIAL ASSISTANCE REQUESTED FROM ISC PER YEAR (APRIL 1 <sup>ST</sup> TO MARCH 31)		Other contributions (eg., FN, partners) (C)	
	Salary with benefits (A)	Training expenses* (B)		
2025-2026				
2026-2027				
2027-2028				
TOTAL				

\* Details of training expenses

4) DECLARATION

The nature of the position will have a direct impact on the management or quality of the housing in the community's stock.	Yes		No	
The position is new or vacant in the community and no other position will be eliminated as a result of filling it.	Yes		No	
Chief & Council support the creation of the position, endorse the housing target and will ensure that the individual is able to participate in skills development training to achieve the established deliverables.	Yes		No	
Chief & Council and the designated resource person will ensure that the new employee reports to a supervisor who can provide advice and guidance.	Yes		No	



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5) PROPOSAL SUBMISSION

Send project to: [qclogementhousingqc@sac-isc.gc.ca](mailto:qclogementhousingqc@sac-isc.gc.ca)

An automatic acknowledgement of receipt will be sent to you upon receipt of the project proposal. Contact us at [qclogementhousingqc@sac-isc.gc.ca](mailto:qclogementhousingqc@sac-isc.gc.ca) if you have any questions about the On-Reserve and Community Housing Initiative.

6) PROJECT MANAGER (POINT OF CONTACT)

Name			
Phone		Email address	

Note: This form contains citations and appellations in the masculine generic. These should be interpreted as including all persons, regardless of gender.