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| **POSITION DESCRIPTION** |
| **Role title: Project Officer – Partnerships and Housing** |
| Program: | Active Community Housing |
| Employment Agreement: | Social, Community, Homecare & Disability Services Industry Award 2010 |
| Classification level/salary range: | Social, Community, Homecare & Disability Services Industry Award 2010Social and Community Services Employee Level 4*Plus, superannuation**Plus excellent tax-free salary packaging options available* |
| Hours of Work: | 38 hours per week – Full Time |
| Tenure: | 6-month fixed term contract with possibility to extend |
| Location: | Melbourne, Preston |
| Reports To: | Executive General Manager Housing People with a Disability  |

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| **Organisational Environment Statement** |
| Haven; Home, Safe is the leading provider of integrated homelessness and housing services and Victoria’s first registered affordable housing association.  Haven; Home, Safe is a dynamic and rapidly growing organisation and the only fully integrated agency in Australia to provide both homelessness services and affordable housing. We are a Charity with DGR status, committed to the communities in which we operate.Haven; Home, Safe expects a high level of commitment, quality, passion and energy and in return offers competitive remuneration packages and great benefits. We offer a supportive workplace culture, flexible working conditions, family friendly workplace, great training and development opportunities, Employee Assistance Program, attractive salary packaging arrangements and an opportunity to make a real difference within our growing organisation. cid:image001.jpg@01D429AD.202BA800 |

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| **Position Context & Objectives** |
| Haven; Home, Safe is entering an exciting and expansive chapter of opportunities due to the Victorian Government’s release of the first Victorian housing strategy, *Homes for Victorians*, and their announcement of a record investment of $2.7Billion into homelessness services and social housing. Further capital investments are expected in the family violence prevention field and related areas. The Board has developed a 5-year strategic plan in alignment with the initiatives proposed by the housing strategy.Focussing on a person-centred approach, this plan outlines the strategic approach we will undertake to meet our 4 key organisational goals which are:* More homes
* More support
* More partnerships
* More capacity

In July 2019, Active Community Housing, Victoria’s only dedicated specialist housing provider of high-quality housing for people with disability and complex needs, merged into Haven; Home, Safe. Haven; Home, Safe is a large Community Housing Association registered with the NDIS to provide specialist disability accommodation (SDA). Haven; Home, Safe provides a continuum of services to connect people with housing options and integrated supports so they can find and keep a place to call home. Within Haven; Home, Safe, the Active division’s suite of services includes specialist disability accommodation (SDA) tenancy and property management, home modification assistive technology consultation and project management. The Executive General Manager Housing People with a Disability works in collaboration with multi-disciplinary teams across the company deliver high-quality person-centered housing services. This roll will involve close collaborative work with the Active Housing TeamThe Active Housing team:* Delivers tenancy management services which promote positive experiences and outcomes for people seeking SDA tenancies and other housing options, ensuring people have the information and support they need to access appropriate housing and integrated supports
* Increases awareness of and access to specialist disability accommodation (SDA) and other housing options
* Creates the pathways for people with disability to locate appropriate housing, connect with SDA providers, housing service providers and support services
* Provides a mechanism for SDA providers and community housing providers to connect with people with disability to promote properties designed to house people with disability and secure sustainable tenancies
* Established formal service arrangements with support partners to ensure people receive high quality integrated supports and continuity of service
* Ensures housing services are of high quality and meet individual needs, regulatory requirements and third-party criteria.

The Project Officer Housing and Partnerships reports to the Active Manager Housing and Partnerships to deliver high quality frontline customer services, tenancy management services and implement service agreements to ensure the housing needs of people are met. |

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| **Responsibilities and Duties** |
| * Engage people with disability who have complex needs and their informal and formal support networks, to promote the opportunity of independent living at new Specialty Disability Accommodation SDA builds and assist them through the application and transition process to take up tenancy.
* Provide SDA tenancy management services including facilitating a process of tenancy matching and selection which supports both the housing applicant and the SDA provider through the process.
* Provide tenancy transition support including coordination of housing applicant journey and facilitation a supportive process to ensure incoming tenants with disability experience a seamless move to take up a new tenancy
* Ensure that the documentation required to apply for and secure tenancy, including SDA tenancy, for people with disability is procured and of high standard.
* Under supervision, handle enquiries and provide appropriate information and referral regarding the range of available housing options for people with disability and, where appropriate, assistance to apply for appropriate housing, with a focus on specialist disability accommodation.
* Under supervision, provide advice and assistance to an SDA provider regarding the promotion of properties, selection of applicants and tenancy transition planning.
* Under supervision, participate in tenancy matching and establishment meetings and reporting to an SDA provider
* Under supervision, participate in support provider set up and establishment meetings with SIL providers, and establish and implement collaboration agreements
* Support and advise stakeholders in relation to the development of housing plans for NDIS participants with a focus on SDA
* Engage with NDIS planners and support coordinators as required
* Maintain database incusing contact, tenant and stakeholder information
* Collect and maintain information about client needs need and demand for housing options including SDA and accessible housing
* Booking and organisation of Meetings, Agendas and Minutes
* Collection of data and report-writing
* Other tasks as required.
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| **Delegations, authority levels and decision making**  |
| * This position works with the Active Housing Team, Maintenance Team, Tenants, Support Partners, Housing Providers, NDIS Planners and Support Coordinators.
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| **Key Selection Criteria** |
| **Qualifications, Knowledge & Experience*** Allied health or disability relevant qualifications or equivalent experience highly regarded
* Knowledge of the NDIS and the Specialist Disability Accommodation housing environment highly regarded
* Applied knowledge of human rights in service delivery context
* Experience in the disability sector working with people with disability and complex needs highly regarded
* Experience stakeholder engagement and project coordination.
* Understanding of and empathy for the experience and needs of people with disability and their families

**Skills*** Person-centered approach to service development and delivery
* Problem-solving
* Collaboration
* Communication of complex policy and service in terms people can understand
* Excellent writing, reporting and presentation skills
* Demonstrated capacity to build relationships within the sector
* Microsoft Office Suite
* Values will match those of the Haven; Home, Safe Code of Conduct
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| **Inherent Requirements of the Position** |
| The position description is indicative of the initial expectations of the role and subject to change in response to business goals and priorities. People with disability are encouraged to apply. Lived experience of disability is valued by the organisation.* Successful appointment of this position will be subject to:
	+ Taking part in recruitment testing as part of the selection process
	+ Pre-employment medical disclosure form prior to commencement
	+ Undergo a Police Check and Working with Children Check ***prior*** to commencement
	+ All Haven; Home, Safe staff must hold a current Victorian Drivers Licence at all times.
* All Haven; Home, Safe staff must take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
* A sound working knowledge of computers and Microsoft office programs.
* A commitment to and respect of Haven; Home, Safes Values and Expected behaviours.
* Participate in the development of a safe and healthy workplace.
* Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
* Co-operate with management in its fulfilment of its legislative obligations.
* Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
* To report any injury, hazard or illness immediately, to their supervisor.
* Not place others at risk by any act or omission.
* Not willfully or recklessly interfere with safety equipment.
* All Haven; Home, Safe staff must participate in training, supervision and appraisal activities.
* All Haven; Home, Safe staff are required to perform the Concierge function (on a rostered system)
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| **Approval of Position Description** |
| **Chief Manager**Name: Date: **Chief Officer of Line Manager**Name: Date:  |

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| **Acceptance of Position Description** |
| To be signed upon appointment**Employee**Name: Signature: Date: |

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| **Application Information** |
| **To be considered for shortlisting and an interview, applications must include the following:*** **Cover Letter**
* A statement which describes your suitability against each of the **key selection criteria** detailed in the Position Description;
* A **resume** containing your contact details, summary of work experience, details of qualifications and education
* **Referees** – if required for an interview you will be required to provide details of at least three referees – ideally one should be from your supervisor and from your most recent employer and others a knowledge of your work performance

***Applications to be submitted via our careers page on our website*** [***www.havenhomesafe.org.au/careers***](http://www.havenhomesafe.org.au/careers)For any queries relating to this Position please call 03) 5444 9039 or contact hr@hhs.org.au**Applications must be received before COB 9th December 2019,** **The successful applicant will also be required to:*** Be available as part of the interview process undertake the accredited APP – skills and abilities test and CPI 260 test
* Pre-employment Medical Disclosure – Haven; Home, Safe is committed to providing a safe work environment for all employees. As part of this you will be required to provide information regarding any pre-existing injury or disease which could affect your ability to perform the proposed employment. You will be asked to complete and sign a disclosure form prior to commencement.
* Undergo a Police Check ***prior*** to commencement. Your suitability of Employment will be determined by any outcome that may be listed on this check. Please contact HR to complete form prior to commencement.
* If your role involves child related work then you will be required to obtain a Working with Children Check. This will need to be produced ***prior*** to commencement.
* If you do not already have a WWC Check Haven; Home, Safe will assist with the cost please contact HR as soon as advised of success in your application to ensure an application for WWC Check is completed prior to commencement.
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