

# Housing Matching Coordinator (Twelve Month Engagement)

## Position Description

- Employment Type:** Negotiable, part or full-time – 30.00 to 37.50 hours per week (0.80 - 1.00 FTE).
- Term:** Fixed-term -12 months.
- Salary:** \$78,000 to \$82,000 per annum, depending upon skills and experience (full-time equivalent), plus superannuation and access to salary sacrificing.
- Location:** Box Hill, Victoria.
- Reports To:** Housing Outcomes Service Manager
- Works With:** SDA Providers, Housing Outcomes Team, Practice Team.
- Purpose:** The introduction of the NDIS offers new opportunities for people with disability to live independently, often for the first time. This exciting role will engage with people with disability, their families and supporters, to connect them with newly-built housing. The Coordinator will be explaining what housing is available and facilitating a selection process on behalf of SDA providers.

## Position Summary

This position will manage a tenancy selection process for a range of new housing builds for people with disability. The role will actively support people with disability who have complex needs to engage with a tenancy selection process and to manage the process of selection from engagement to offer for SDA providers.

## Responsibilities & Duties

- Development and delivery of Engagement Strategy, using Summer Foundation framework to promote housing opportunities.
- Engagement of people with disability who have complex needs and their informal and formal support networks, to promote the opportunity of independent living at a new SDA build in Western Sydney.
- Participation in regular meetings, including planning meetings, with Summer Foundation Housing Team and SDA providers.
- Provision of advice to SDA providers regarding convening selection panel, support to applicants, short listing of possible applicants, summary report for panel and advice to applicants about their success.
- Collect information about market need and community demand.
- Assist people with disability to apply for SDA vacancies, undertake and/or coordinate assessments for an applicant's suitability for SDA vacancies.

## Skills & Experience

### Essential Criteria

- Alignment with Summer Foundation's vision for the NDIS and values.
- Highly developed presentation and communication skills.
- Is able to work within timelines in a complex internal and external stakeholder environment.
- Experience working with people with disability with high physical care and communication support needs.

### Desirable Criteria

- Good connections and networks across networks relevant to housing.
- Knowledge of NDIS and housing environment.

### Core Competencies

The successful applicant's values will match those of the Summer Foundation. The Summer Foundation's values include:

**Vision:** We are creative, innovative and resourceful. We continually strive to be the best

**Integrity:** We act with integrity and honesty in everything we do

**Communication:** We communicate openly by exchanging information and actively listening to all stakeholders

**Team Spirit:** We value and recognize the contribution of our colleagues, both locally and globally. We enjoy working together to achieve outstanding results and total job satisfaction

**Corporate Responsibility:** We act responsibly within our community and care for the environment

### Other Relevant Information

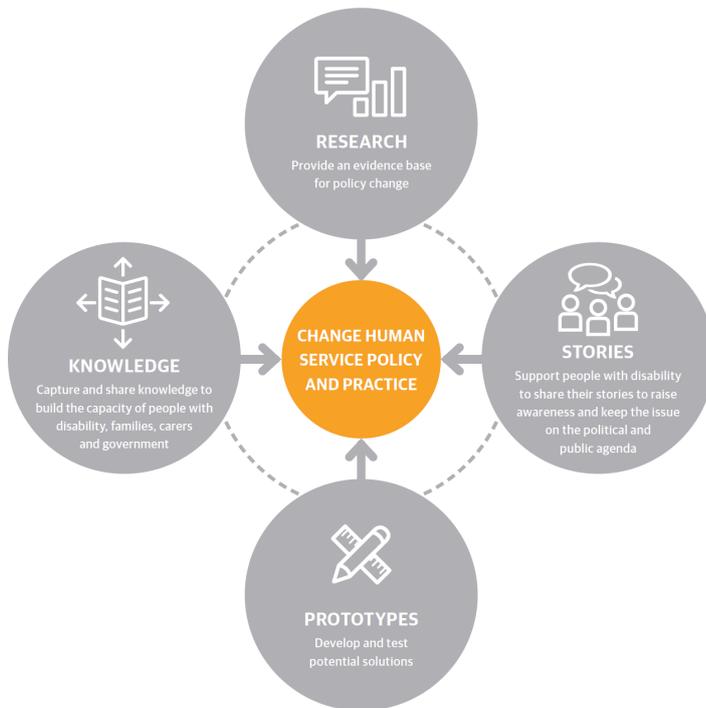
The position description is indicative of the initial expectation of the role and subject to changes to Summer Foundation goals and priorities, activities or focus of the job.

People with disability are encouraged to apply. Lived experience is valued by the organisation and looked upon favourably.

## About the Summer Foundation

Established in 2006, the key aim of the Summer Foundation is to change human service policy and practice related to young people in nursing homes. The Summer Foundation utilises a range of strategies to influence health, housing, aged care and disability service policy and practice related to this target group.

The Summer Foundation's four key strategies to preventing young people being forced to live in nursing homes are:



**Research** ~ Our research underpins our work and provides an evidence base for policy and practice change.

**Stories** ~ Enabling young people with disability and their families to tell their stories and disseminating these stories is a powerful and effective tool for influencing the general public, decision makers and politicians.

**Prototypes** ~ We design and pilot potential solutions and then evaluate them through action research. This is an iterative process which involves designing, building, evaluation and learning.

**Knowledge** ~ We capture, document and disseminate the knowledge generated from our research and prototypes in order to encourage others to replicate and scale our work.

### What policy change do we want?

There are four key areas that must be addressed to resolve the issue of young people in nursing homes in Australia:

1. Ensure that young people in nursing homes (or at risk of entering one) have effective NDIS plans
2. Increase the range and scale of accessible housing and ensure that young people with disability are finding their way into these housing options
3. Improve the interface between the NDIS, health and aged care gateways to prevent young people being discharged from hospitals into nursing homes
4. Increase access to proactive health services that sustain community living for young people with disability