

Housing Engagement Coordinator | Position Description

Employment Type:	Part Time (0.4-0.6 FTE)
Term:	Project (6 – 12 months)
Location:	Flexible
Reports to:	Strategic Projects Manager
Remuneration:	\$81,900 pro rata annual salary plus SGC & salary sacrificing
Works with:	CEO, Strategic Projects Team, and Housing Sector Stakeholders
Purpose:	This exciting role will lead the engagement with housing providers, people with disability, their families and supporters, to raise awareness of housing opportunities through a web based housing matching platform. The Engagement Coordinator will identify, plan and deliver engagement in New South Wales.

Position Summary

The Housing Engagement Coordinator provides a critical link between the Summer Foundation, The Housing Hub (the housing matching product) and housing stakeholders, including community housing providers, NDIS Specialist Disability Accommodation Providers, disability support organisations, participants, families and carers.

The Housing Engagement Lead will act as the link connecting housing providers and participants requiring housing. This role is responsible for expansion of The Housing Hub in NSW, increasing website content and traffic from housing providers, participants, families and carers.

This role will actively support housing providers and participants to use and engage with the housing matching product.

A significant component of the work over the coming months will be to organise and deliver 5 “NDIS Housing Showcases” in NSW. These Showcases will bring together people with disability, families and housing providers to identify housing needs and opportunities. The Coordinator will have scope to shape the design and delivery of these exciting Showcases.

You will need to display a ‘can-do’ attitude and actively contribute to developing a culture of excellence, responsiveness and flexibility. Excellent communication, negotiation and influencing skills are a must.

Responsibilities & Duties

- Developing strong relationships with housing stakeholders (community housing providers, SDA Providers, people with disability, families and carers), through:
 - Cultivating strong individual relationships with key stakeholders nationally in the housing sector to register and list with The Housing Hub.
 - Acting as a key point of contact, initiating and facilitating networks, forums, events and communities of practice with key stakeholders in the housing sector.
 - Collating and analysing feedback from stakeholders using The Housing Hub to contribute to continuous improvement of the product.
 - Deliver provider presentations for The Housing Hub.
 - Participant engagement and advice for the use of The Housing Hub through workshops.
 - Seek new opportunities to build The Housing Hubs network base though sector events.
- Planning and delivery of 5 NDIS Housing Showcases across NSW.
- Provide high quality insights to the Impact Leadership Team about the state of the NDIS housing sector, based on research, analysis and stakeholder engagement.
- Collect information about the NDIS housing market need and demand.
- Represent the Summer Foundation at key forums and external meetings, including with government, services providers and peak bodies.

Skills & Experience

Essential Criteria

- Relevant Communications and/or Community Development tertiary qualifications required.
- Experience working with people with disability and their families.
- Ability to liaise effectively with housing associations, developers, support providers, people with disability and families to deliver new models of housing and support.
- Ability to work autonomously, and within a team based in different geographical locations.
- Ability to problem solve at a high level.
- Capacity to respond to all relevant stakeholders in a timely, professional and efficient manner, via email, face-to-face, telephone.
- Can demonstrate initiative to ensure project objectives are achieved in a timely way.
- Can ensure a successful project environment is achieved by working collaboratively with key partners and stakeholders.
- Can demonstrate professional verbal and written communication skills.
- Experience and confidence in presenting in a public forum.

Work related Competencies

- **Stakeholder engagement:** Establishes and maintains relationships with people at all levels; forges partnerships with people across a variety of professional backgrounds and organisation types; builds trust through consistent actions, values and communication.
- **Communication:** Articulately explains complex issues through clear written communications; confidently engages with external stakeholders and builds new relationships.
- **Project Management:** Establishes systems and procedures to guide work and track progress; recognises actual and potential barriers and finds effective ways to deal with them; engages their direct supervisor and managers as appropriate when activities are not occurring in line with expected timelines.

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 recognise 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

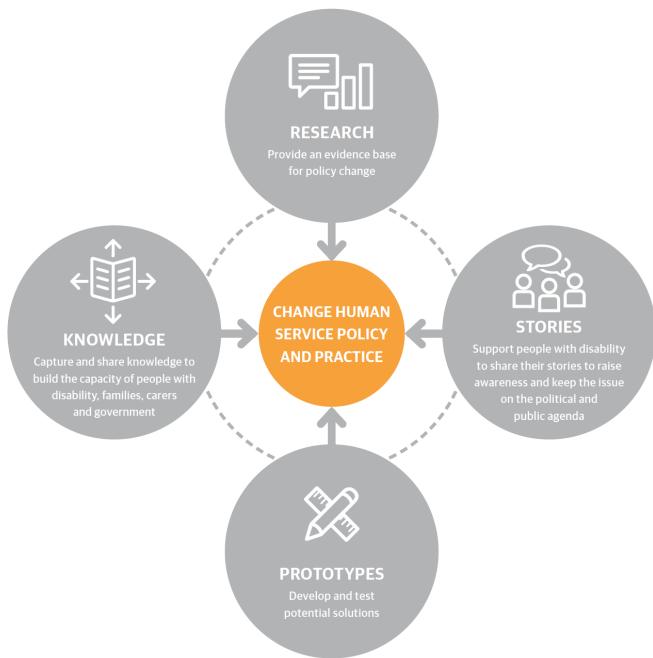
The position description is indicative of the initial expectation of the role and subject to changes to Summer Foundation goals and priorities, activities or focus of the job.

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