



# Project Coordinator - Housing Matching (VIC)

## Position Description

**Employment Type:** Part-time 0.8 FTE to Full Time 1.0

**Term:** 12 month maximum term contract

**Location:** Melbourne

**Reports To:** Housing Matching and Special Projects Manager

**Works With:** Housing Matching Team, Practice Team, Tenants

**Housing Matching Team:** has been established to create a social enterprise within the Summer Foundation. Our vision is to create a place where people with disability can see the possibilities for a home for themselves, have options to choose from and find the home that is right for them. The housing matching team will play a key role in ensuring the effectiveness of the disability housing market by:

- increasing awareness of and access to housing options for people with disability
- providing a means for people with disability to find appropriate housing and connect with providers of housing in order to exercise choice over where they live, who they live with and to promote their independence
- providing an efficient way for housing providers to connect with people with disability to promote their properties so they are tenanted

We have the privilege of supporting people to find the home that is right for them, which is often a truly life changing experience.

**Purpose:** The introduction of the NDIS offers new opportunities for people with disability to live independently, often for the first time. The Project Coordinator will engage people with disability, their families and supporters and professionals in the sector to connect them with newly built housing. The Coordinator's role is to educate stakeholders on the new model of housing and to facilitate a selection process on behalf of Specialty Disability Accommodation (SDA) providers, supporting both the housing applicants and the SDA provider through the process.

The role will actively support people with disability who have complex needs (and their supporters) to engage with the processes of tenancy application (including information provision in relation to the application processes for specialist disability accommodation).

In addition, the role will assist the Housing Matching team in the promotion of The Housing Hub across VIC as required, ensuring people with disability are connected to housing opportunities.

The role will have a high degree of autonomy, and involve extensive stakeholder engagement including some interstate travel. The candidate will be agile and ideally bring a high degree of existing housing expertise and a practical approach to problem solving.

## **Responsibilities & Duties**

- Delivery of Engagement Strategies including, facilitation of workshops and community promotion (specific to particular SDA builds as well as the ongoing promotion of The Housing Hub website).
- Cultivating strong individual relationships with key stakeholders in the disability and housing sector.
- Engagement of people with disability who have complex needs and their informal and formal support networks, to promote the opportunity of independent living at new SDA builds and assist them through the application process.
- Development of applicant summary reports as required.
- Provision of advice to SDA providers regarding the promotion of their properties, support to applicants, final selection of applicants as required.
- Support and advice to relevant stakeholders in relation to the development of housing plans for NDIS participants.
- Participation in regular meetings, including planning meetings, with Summer Foundation Housing Team and SDA providers.
- Collect information about market need and community demand.
- Other tasks as required.

## **Skills & Experience**

### **Qualifications**

- Allied health/disability or other relevant business qualifications and/or relevant experience.
- Employment subject to National Police History Check.

### **Experience**

- Previous experience in the disability sector working with people with complex needs.
- Previous experience in the disability/corporate sector in a business role.
- Community engagement experience including networking and stakeholder engagement.
- Knowledge of the NDIS, SDA housing environment (desirable experience).
- Experience in housing vacancy management (desirable experience).

### **Skills**

- Advanced Technical knowledge of Google Drive and Microsoft Office Suite.
- Confident public speaker.
- Excellent verbal, written and presentation skills.

- Organised and able to meet deadlines.
- Advocacy skills

### **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.

### **We offer**

- Salary Packaging
- Flexible working hours
- Supportive and collaborative team environment

## 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 five key strategies to preventing young people being forced to live in nursing homes are:

**Research** – Data collection and analysis to provide an evidence base for problem solving

**Storytelling** – Support people with lived experience to share their journeys and perspectives

**Prototypes** – Designing, testing and evaluating new solutions

**Capacity Building** – Share information and best practice with stakeholders

**Policy Influence** – Shape thinking and change decisions of governments



### 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. Those in RAC or at risk of RAC entry have NDIS plans which support and reflect their goals
2. Significantly increase the volume and range of high quality, accessible and affordable housing
3. Health, disability and other systems communicating and collaborating to support discharge to community living
4. Define the challenges and explore solutions to barriers that limit access to primary and community health services