



Project Manager Housing Matching (VIC, ACT, WA, SA)

Employment Type: Full time, 5 days per week (1.0 FTE)

Term: Fixed-term (12 months)

Location: Melbourne based with interstate travel required

Reports To: National Tenancy Matching Lead

Works With: SDA Providers, Summer Foundation Teams, Support Coordinators, Allied Health Professionals, people with disability and their families.

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

Purpose: The introduction of the NDIS offers new opportunities for people with disability to live independently, often for the first time. The Housing Matching Team works to actively connect people with disability seeking a suitable modified or accessible home to SDA and other housing providers through our Tenancy Matching Service and The Housing Hubwebsite.

The Project Manager Housing Matching will manage a small team of Project Coordinators to conduct tenancy matching work on behalf of SDA providers, supporting both the housing applicants, SDA providers and the process of tenancy matching. The Project Manager Housing Matching will oversee TMS Projects, providing operational leadership, coaching and mentoring to staff and contractors.

Position Summary

This position will coordinate and lead the set up and operationalisation of fee for service Tenancy Matching projects for each development.

The Project Manager Housing Matching will manage a small team of staff and contractors to deliver the Tenancy Matching activities from set up, initial community engagement through to identification of suitable tenants for SDA provider customers.

The role will actively work alongside the Housing Matching leadership team to set up and develop the operational processes required for each tenancy matching activity. Using established knowledge of tenancy matching, and offer advice and input to support the development of proposals and briefs for new tenancy matching activities working in collaboration with the General Manager and Business Manager.

Responsibilities & Duties

- Provide information and advice about tenancy matching activities to contribute to the development of new TMS proposals.
- Provide training, coaching and supervision to Project Coordinators, staff and contractors.
- Participate in TMS set up and establishment meetings with SDA providers alongside Housing Matching leadership team.
- Develop project plans, engagement plans and operational work plans for each TMS activity.
- Monitor and track performance of project plans to ensure all projects are delivered on time and in full.
- Provide reporting and progress of TMS activities back to Housing Matching leadership and SDA providers.
- Respond to applicants and provide assistance to people with disability to apply for SDA properties (including face to face visits where required).
- Prepare and peer review reports for SDA Providers on applicants for properties.
- 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 outcomes.
- Work alongside internal Summer Foundation teams to create better outcomes for young people in residential aged care.

Skills & Experience

Qualifications

- Degree in a health or social discipline or equivalent work experience in the disability sector.

Experience

- Experience working with people with disability with high physical support needs and communication support needs.
- Experience in managing and supervising a small geographically spread team.
- Experience in training and coaching staff and contractors.

Skills

- Strong understanding of NDIS and SDA funding and criteria.
- Highly developed presentation and communication skills including report writing.
- Project management skills.
- Ability to work under pressure and to tight and rapid changing timelines.
- Strong relationship building and stakeholder management 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