

# Position Description

<b>Title</b>	Housing Ready Worker
<b>Business Unit</b>	Housing and Homelessness
<b>Location</b>	105 Dana Street, Ballarat, Reid's Guesthouse
<b>Employment type</b>	Part-time(0.7 FTE), Maximum term (12 months)
<b>Reports to</b>	Team Leader Homelessness

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

Working in collaboration with other Uniting programs, in particular Street to Home, More Than a House, Reid's Guest House and other key community partners, the Housing Ready Worker will assist clients to realise sustainable outcomes and goals.

- Provide holistic and specific support to clients who experience or are at risk of homelessness.
- Proactively address the barriers preventing clients accessing and retaining safe and affordable housing.
- Work closely with clients to support their participation in innovative and appropriate approaches to knowledge and skills development.
- Play a key role in developing the critical capacity and confidence people require for retaining their home.

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## 2. Scope

**Budget:** Nil

**People:** Nil

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## 3. Relationships

### Internal

- More than a House / PRAP / PRAP PLUS
- Entry Point
- Street to Home team
- Meals for Change Coordinator
- Reid's Guesthouse
- Tenancy Skills Institute

### External

- Federation University
  - Real Estate Agents
  - Community Services Agencies
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## 4. Key responsibility areas

### Service delivery

- In collaboration with internal stakeholders, develop and implement strategies to successfully engage with people who are experiencing or are at risk of homelessness.
- Actively contribute to the provision of a holistic model of support for Housing Ready clients specifically and Uniting clients more widely.
- Work with identified clients to assess their aspirations and individual needs for support, service provision and skills required to better manage their lives.
- In collaboration with the More Than a House and Street to Home coordinators and Meals for Change coordinator, further progress the strategic community partnerships required to develop non-certified life and living skills programs, basic education
- Oversee and facilitate participation by individuals, couples and families in both preparatory and certified Housing Ready programs which not only assist them to access housing but to engage in the skills and knowledge development considered critical to them sustaining their homes.

### Administration

- Develop and implement a database, reporting mechanism and evaluation framework for the program (e.g., report and acquittal to funding body) with a view to capturing the quantitative, qualitative, and long-term outcomes for people resulting from their participation.

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.

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- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
  - Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
  - Identify opportunities to integrate and work collaboratively across teams.
  - Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
  - Promote a positive safety culture by contributing to health and safety consultation and communication.
  - Promptly respond to and report health and safety hazards, incidents and near misses to line management.
  - Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.
  - Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
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## 5. Performance indicators

- Develop a successful model of connections and upskilling to provide homeless people with pathways to sustainable housing.
  - Successfully engaged with identified homeless people.
  - Appropriate and sustainable employment opportunities provided to participants.
  - Developed successful and ongoing partnerships with employment agencies, social enterprises, and housing providers (including real estate agents).
  - Identified opportunities for ongoing funding.
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## 6. Person specification

### Qualifications

- Minimum Diploma of Welfare or other relevant tertiary qualifications, experience and/or knowledge of the welfare sector.

### Experience

- Experience in working in the homelessness and/or community development sectors desirable.
- Extensive knowledge of the homelessness sector, including the services, supports and allied services available to people experiencing homelessness.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Highly developed organisational, interpersonal, verbal, and written communication skills.
- Demonstrated ability to liaise, negotiate and partner with other agencies including education/training providers, government departments and community service organisations.
- Demonstrated program planning, development, implementation, and evaluation skills.
- Demonstrated capacity to work with clients to develop achievable individualised goals and outcomes and the steps required to realise these.
- Knowledge and awareness workplace health and safety requirements.
- Extensive understanding and experience for engaging with and building skills and confidence in people who are marginalized and disadvantaged and disengaged from wider community life.
- Extensive knowledge of the homelessness sector, including the services, supports and allied services available to people experiencing homelessness.

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### 7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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### 8. Acknowledgement

**I have read, understood, and accepted the above Position Description**

#### Employee

Name:

Signature:

Date: