

# Position Description

<b>Title</b>	Initial Assessment and Planning Worker
<b>Business Unit</b>	Housing & Homelessness
<b>Location</b>	105 Dana Street Ballarat, Vic
<b>Employment type</b>	Part Time (0.5) Maximum Term up until 30 June 2022
<b>Reports to</b>	Coordinator Housing and 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

To provide initial assessment and planning to clients accessing the services of the homelessness sector, who may be in need of housing assistance, support and/or referral to appropriate services within and outside of the sector. To assist households in housing crisis, to establish and/or maintain appropriate, secure and sustainable housing, including advocacy to households in housing crisis. This role may also include other duties within the housing programs service as outlined below.

### 2. Scope

**Budget:**

nil

**People:**

nil

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### 3. Relationships

#### Internal

- IAP Workers work closely with other homelessness programs including More than a House, Street 2 Home, Emergency Relief, Reception and will consult with Alcohol and Other drugs and Mental Health workers.

#### External

- Department of Health and Human Services, Real Estate agents, other Community Service organisations, Accommodation providers.
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### 4. Key responsibility areas

#### Service delivery

- Provide initial assessment and planning to clients accessing the entry point into the homelessness sector.
- Provide other entry point services to clients including interim response, prioritising for resources, crisis intervention.
- Liaise with housing providers such as Office of Housing, local Real Estate agencies, other Community Housing providers etc.
- Provide advocacy and referral to other services, within and outside of the Homelessness sector where required, on behalf of clients.
- Maintain administration and other statistical information with regard to housing programs including data entry.
- Participate in development of program policies and practices.
- The position may require representing the agency at particular forums and other services as required. At times, outside of ordinary hours of work.
- Other responsibilities as outlined in the Housing Program Procedure manual.
- Undertake other duties that may be requested by the Coordinator and/or Manager, Housing Program.
- Provide financial assistance via the Housing Establishment Fund to assist eligible clients who are in financial difficulty.

#### 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.
- 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.

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### 5. Person specification

#### Qualifications

- Minimum qualification of Diploma in Welfare/Community Services, or equivalent in related field.

#### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
  - Demonstrated ability to understand and apply complex legislation and policy documents.
  - Experience working with marginalised sectors of the community in particular those experiencing homelessness, including experience in advocacy and referral
  - Knowledge of the Homelessness and Housing sector in the Central Highlands Area, together with an understanding of the issues relating to homelessness.
  - Assessment skills including the ability to work with families and individuals in crisis situations.
  - Sound administrative skills, including high computer literacy skills with database, spreadsheet and web-based software.
  - Proven ability to work autonomously, in the bigger scope of a team environment.
  - Highly developed written and verbal communication skills.
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### 6. 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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### 7. Acknowledgement

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

	Employee	Manager
Name:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>