



POSITION DESCRIPTION

Position:	Aboriginal Private Rental Assistance Broker	Position Number	Wst143
Reports to	Team Leader - Housing and Human Services	Direct Reports	Nil
Status	Ongoing	Time Fraction	Full time
Award	SCHADS Level 4	Location	VACCA Melton Office

OUR VISION

Aboriginal self-determination – Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

POSITION SUMMARY

The Aboriginal Private Rental Tenancy Broker will develop existing and new relationships with key property managers and relevant services that benefit VACCA's clients, the APRAP program and the organisation.

They will build links, advocate, and provide early intervention support to households at risk, have sound knowledge of the local real estate market to leverage opportunities for vulnerable households, and have proven capacity in helping to assist people to access and sustain private rental tenancies.

The Private Rental Tenancy Broker's function is focused on generating and maintaining private rental access opportunities for clients, the Private Rental Tenancy Broker will have direct client support and will hold a case load of clients and will also be responsible for administering and distributing brokerage funding for the local area.

KEY RELATIONSHIPS

Internal: VACCA Family Violence Services, Housing and Homelessness, Emergency Support, Administration Teams and all other staff as relevant.



External: Local Real Estate Agents / Property Management Services, Aboriginal Community Controlled Organisations, Mainstream Service Delivery Organisations, Private Landlords, Victorian Civil and Administration Tribunal

KEY SELECTION CRITERIA

ESSENTIAL

- Demonstrated commitment and understanding for the values that underpin VACCA' vision and purpose.
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities.
- Demonstrated experience in working and engaging with Aboriginal families and children.
- Well-developed interpersonal skills, and proven capacity to consult, negotiate and develop networks with a range of stakeholders to achieve mutually beneficial outcomes.
- In-depth local knowledge of challenges facing the Aboriginal community and an understanding of the culturally diverse and complexities that can arise.

DESIRABLE

- Knowledge of tenancy matters and up to date knowledge regarding residential tenancy legislation and regulations.
- Knowledge and ability to understand and respond to the needs of individuals and households experiencing homelessness or at risk of homelessness.
- Demonstrated experience in a client-focused role with the ability to deliver exceptional customer service and meet the diverse needs of clients.
- Demonstrated task and time management skills with the ability to organise multiple activities, meet deadlines and function independently.
- Highly developed administration skills including database management and use of the Microsoft Office Suite.

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence, a current employment Working with Children Check card and a clear National Police Check



POSITION ACCOUNTABILITIES

KEY RESPONSIBILITIES

- Build and maintain strong partnerships with Real Estate Agents and landlords in the local area to advocate for clients and leverage opportunities.
- Understand local private rental housing market dynamics and identify and maintain access opportunities for at risk households.
- Administer and distribute brokerage funding for the local area.
- Build links and identify referral pathways with legal, health, education, and community services to support prevention and early intervention.
- Advocate for at risk tenancies and negotiate payment plans.
- Understand the causes and impacts of homelessness and have skills in holistic assessment and referral.
- Facilitate and improve a household's capacity to access and sustain private rental tenancies. This includes ensuring all eligible households are in receipt of relevant government concessions and payments, including Commonwealth Rent Assistance.
- Build relationships with other service delivery agencies in the local area. This means better access to resources and better outcomes for Aboriginal households.
- Provide case manager supports to families experiencing homelessness or at risk of homelessness.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.



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OTHER

- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.

This position is designated under the Multiagency Risk Assessment and Management framework (MARAM) Identification (Tier 2) level which requires mandated MARAM Family Violence Screening & Identification training and VACCA MARAM Identification responsibilities.



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