

# POSITION DESCRIPTION



ABORIGINAL COMMUNITY HOUSING LTD

## HOUSING OFFICER

Location: Kalgoorlie, WA

Reports to: Housing Services Coordinator

Capability Band: #1

<b>Primary Purpose:</b>	Responsible for delivering high quality tenancy and property management for Aboriginal Community Housing Limited (ACHL) ensuring relevant legislation, regulations, organisational policies and procedures are followed
<b>Context:</b>	This is an important role contributing to ACHL's vision of empowering Aboriginal and Torres Strait Islander communities to develop own and manage, culturally appropriate, affordable, and sustainable housing. Staff in this role are expected to assume a positive and balanced approach to work. This includes actively working towards a healthy and respectful environment free from harassment and discrimination.
<b>Work Health &amp; Safety:</b>	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and ACHL health and safety policies, procedures and directions
<b>Responsibilities:</b>	<p>Provide high quality tenancy management by ~</p> <ol style="list-style-type: none"> <li>1. Ensuring the timely, accurate, and efficient operation of ACHL rental collection and arrears recovery systems</li> <li>2. Conducting condition reports, tenancy sign up, entry procedures, lease and rent reviews, and exit procedures</li> <li>3. Liaising with Asset Management Unit in relation to tenanted and vacated property maintenance</li> <li>4. Coordinating financial and administrative tasks to ACHL standards, such as reporting, complaints, compliance, quality and accountability requirements</li> <li>5. Maintaining accurate property and tenancy data in all required systems</li> <li>6. Representing ACHL at Magistrates court</li> </ol> <p>Maintain customer focus by ~</p> <ol style="list-style-type: none"> <li>7. Providing information and advice to tenants to assist in the sustainability of the tenancy</li> <li>8. Ensuring fair and transparent property allocation processes</li> <li>9. Work closely with government department, clients, support agencies and relevant ACHL departments</li> <li>10. Providing appropriate support to wider team and organisation</li> </ol>
<b>Technical Skills, Experience &amp; Qualifications:</b>	<ul style="list-style-type: none"> <li>• This is an identified position for Aboriginal and Torres Strait Islander people. Aboriginality is a genuine qualification authorized under Section 14 (d) of the Anti-Discrimination Act 1977. All applicants must be of Aboriginal and/or Torres Strait Islander heritage.</li> <li>• Commitment to the right of every person to good quality housing</li> <li>• Current Driver's Licence</li> <li>• Satisfactory Police, WWC and NDIS checks</li> </ul>
<b>Key Capabilities:</b>	<p><b>Client Focus</b> – Demonstrates detailed knowledge of client issues and ensures service delivery responds to client needs.</p> <p><b>Embraces Diversity</b> – Acknowledges and values diversity and respects difference in all its forms.</p> <p><b>Technology</b> – Uses technology and software applications effectively in accordance with task requirements</p> <p><b>Solves Problems</b> – Resolves problems where the solutions are clear-cut and seeks guidance if solution is not obtained.</p> <p><b>Resilience</b> – Achieves work objectives, even in difficult circumstances whilst remaining positive and calm.</p> <p><b>Self-Awareness</b>– Seeks feedback from others, understands areas of strengths and weaknesses. Understands impact of self on others</p> <p><b>Teamwork</b> – Openly shares information, participates and contributes to team discussions and goals.</p> <p><b>Nurtures Relationships</b> – Builds and sustains positive relationships. Responds under direction to changes in client needs and expectations.</p> <p><b>Autonomy</b> – Manages time and uses tools effectively to assist with planning and organising, referring to supervisors as required</p> <p><b>Probity</b> – Adopts a principled approach, adhering to CHL's policies and procedures.</p>