

## **Role: Housing and Allocations Co-ordinator**

### **About the Organisation:**

Since 2005, **Youngcare** has been fighting to make a difference to the lives of young people with high care needs and the loved ones who care for them by leading much-needed change in the disability housing sector and rallying change makers across the country — industry, government, and community — to shape a national solution.

Youngcare is fighting for freedom of choice for young people with high care needs. To choose where they live. To choose who they live with. To choose how they live their lives.

### **About the Role:**

The Housing and Allocations Co-ordinator is responsible for reviewing Youngcare SDA Referrals, collecting and compiling relevant information, managing the SDA housing waitlist, and tenant selection and allocation across the SDA portfolio.

The Housing and Allocations Co-ordinator supports Youngcare participants to maintain long-term, sustainable tenancies by linking with the tenant, their families and service providers to monitor and adjust supports whilst transitioning into their new homes. The role is responsible for maintaining excellence in housing in relation to NDIS SDA/ SIL processes and engaging with SIL providers to ensure that participants support needs can be met within identified housing options, and SIL obligations are met.

The Housing and Allocations Co-ordinator also works closely with the Tenancy Officer, supporting the Tenancy Officer in their part-time capacity (effectively job-sharing when needed).

Success in this role requires frequent ongoing communication across the internal team as well as stakeholders to ensure Youngcare management, Board and Partners are kept informed of tenancy outcomes across the portfolio. Your exceptional communication skills, time management and desire to produce efficient and quality outcomes to meet the specific needs of Youngcare's clients will ensure your fit within the team.

### **Your Skills and Attributes:**

- Demonstrated experience working within the NDIS Framework and knowledge of SDA is preferred.
- Exceptional communication skills to liaise effectively with management, consultants, contractor's and tenants to ensure outcomes are met.
- Proven time management skills with a highly process driven approach to manage deadlines.
- Proven ability to take ownership of projects and tasks with demonstrated proactive problem-solving skills and a results focus.
- Highly motivated, committed, team-focused and reliable.
- Exceptional ethical standards and attention to detail.
- Strong computer skills across Microsoft Office (Word, Excel, PowerPoint), Outlook & SharePoint.

**What's on Offer:**

- A Full-Time Permanent role working Monday to Friday.
- Be part of a socially conscious organisation that is giving back.
- Generous salary sacrifice benefits available.
- An exceptional opportunity to become an integral member of a well-established successful not-for-profit organisation.
- Well-developed operating policies and procedures to ensure consistent service delivery.
- Central Spring Hill location.
- An annual salary of \$85k will be offered to the successful candidate.

**Applications:**

If this role sounds like the opportunity you've been looking for, please submit your application (CV and a cover letter outlining your suitability for the role) now!!

Please email your application to [hr@youngcare.com.au](mailto:hr@youngcare.com.au)

Please note that only applicants meeting the criteria outlined above will be contacted as part of the short-listing process.

All applications will be treated as strictly confidential. Thank you in advance for your interest in becoming part of the Youngcare team.