



Supporting those who
support the community.

2 x Aboriginal Housing Officers - Batemans Bay & Canberra

- Passionate about helping your community and want to learn new things?
- Permanent Part Time opportunities Canberra & Batemans Bay
- SCHADS Level 2 - Level 4

The Organisation

We are proud to partner with SEARMS, a registered National Regulatory System for Community Housing Providers (NRSCH) Aboriginal Community Housing provider (ACHP). SEARMS have served Aboriginal communities in regional NSW since 2003.

Their portfolio is complex. SEARMS own and manage their own 45 properties as well as 133 properties owned between 10 other Aboriginal organisations (including Local Area Land Councils) and 63 Aboriginal Housing Office (AHO) NSW (state-owned assets) under 16 different service agreements!

The gaining of their accreditation in January this year as a Tier 3 provider under NRSCH confirmed their commitment to best practise generally. At that time, SEARMS was one of only 24 ACHP's nationally and one of only 10 such organisations in NSW. They have also been recognised by the AHO NSW as a 'growth provider' ? assessed as having the structure and internal capacity for additional management transfers.

As part of its growth strategy, SEARMS has established a Canberra office to complement its Batemans Bay main office and has a number of Aboriginal Housing Officer roles available.

SEARMS offer an excellent range of benefits including:

- An opportunity to support organisational growth and development while delivering community outcomes.
- Full non-profit status with salary sacrifice available to reduce tax and increase your take home pay
- Previous experience in housing is not essential, however successful applicants are required to (and supported to) undertake and gain accreditation in Certificate IV Social Housing within 18 months of commencing.

To thrive in this working environment, you will be culturally sensitive with compassion, empathy and a genuine interest in people. Resilience and the ability to work under pressure are also essential, as is professionalism, integrity and ethical behaviour.

The Role

NOTE: This role can be for qualified Cert IV on SCHADS Level 4 OR offering SCHADS Level 2 or 3 on a Traineeship arrangement.

The role is responsible for the effective and efficient undertaking of the housing officer duties. These include:

- Processing housing applications
- Starting up new tenancies
- Property inspections
- Rent collection and arrears recovery
- Ending tenancies

Essential Criteria:

- Cert IV in Social Housing*
- An awareness of, or the ability to gain knowledge of the regulatory and compliance frameworks that SEARMS works within, particularly the Residential Tenancies Act and the NSW Civil and Administrative Tribunal.
- Demonstrated good standard of written and oral communication skills
- Demonstrated ability to produce quality work with strong attention to detail within defined deadlines
- Aboriginality
- An understanding of and ability to work within a diverse workplace
- Effective time management and organisational skills

Desirable:

- Knowledge of, and commitment to, relevant policies, practises and standards, including WHE, EEO and the NRSCH standards

Mandatory employment criteria:

- Working with Children Check
- Criminal record check providing suitable clearance to work with vulnerable members of the community
- Full Driver's License

*SEARMS provides enrolment and study options for staff to gain this qualification within a year of commencement. Failure to complete the course may impact ongoing employment.

Click on the **web link** below to view the **position description** for full details on this role.

To apply online, please click on the appropriate link on our website with a cover letter addressing the criteria.

Alternatively, for a confidential discussion, please contact Katrina Soucoultanos at katrinas@bloomhr.com.au, quoting Ref No. 914153.

Click for further
information and a link
to apply