



Victorian Aboriginal Community Services Association Ltd.

JOB DESCRIPTION

Position:	APRAP Plus Worker
Location:	496 High Street, Northcote
Hours:	Full Time – 37.5 hours per week
Classification Award:	Community Development Worker – Level 4.1
Contract Period:	12 month position
Reports to:	Chief Executive Officer
Supervision:	Adult Homeless & Justice Programs Manager
Travel	Statewide travel is a requirement of the position

OUR ORGANISATION

The Victorian Aboriginal Community Services Association Limited (VACSAL) is the recognised state-wide Peak Advisory body on Aboriginal Community issues. VACSAL is a community based, community controlled organisation, comprising representatives from Koorie organisations across the State. As well as having an advisory role, VACSAL delivers and manages a range of critical community services across Victoria.

POSITION SUMMARY

Aboriginal Private Rental Assistance Program (APRAP) is an outreach intervention for households living in or entering private rental tenancies. APRAP positions work alongside the APRAP broker to provide additional support to households to establish or maintain their housing. APRAP Plus worker will support 20 households per annum.

APRAP Plus is designed to:

- Provide time-limited outreach intervention to support tenancies.
- Address issues which are contributing to the risk of tenancy breakdown.
- Achieve outcomes that lead to successful, sustainable private rental tenancies.
- Reduce preventable exits from private rental.
- Prevent homelessness.

KEY RESULT AREAS

TASKS:

Service components

Establishing successful tenancies

- Educate and assist with private rental applications.
- Attend inspections with clients, role modelling communication and presentation at inspections.
- Assist clients to connect to utilities and services.
- Assist clients to enrol children in school.
- Assist clients to become acquainted with the local area, public transport, support services, shops, schools, hospitals, community health centres, neighbourhood houses etcetera.
- Build links and identify referral pathways with legal, health, education and community services to support prevention and early intervention.
- Build strong relationships with the real estate industry and landlords to leverage opportunities.
- Understand the causes and impacts of homelessness and have skills in holistic assessment and referral.
- Understand local private rental housing market dynamics and identify access opportunities for at risk households.
- 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.
- Responsible for administering and distributing brokerage funding for the local area.

Intervening when tenancies are at risk

- Develop a support plan with the client to address issues that are causing or have the potential to cause tenancy breakdown.
- Oversight, coordination and implementation of the plan.
- Assist the client to liaise and negotiate with real estate agents, including understanding rental ledgers and reporting maintenance.
- Actively engage with appropriate organisations to address the underlying issues that are causing the tenancy to be at risk.
- Advocacy including providing support at VCAT, negotiating agreements with real estate agents and supporting tenants whose tenancies are at risk.

Capacity building

- Understanding how to manage household bills and budgeting.
- Referral to services if required.
- Attend pre-vacating inspections, addressing issues to prevent blacklisting on TICA (tenancy database).
- Build relationships with housing and homelessness staff in the local area that means better access to resources and better outcomes for Aboriginal households

Other

- Assist with VACSAL community events such as Naidoc activities, sports carnivals etc.
- Attend VACSAL In Service annually.
- Create a yearly work plan, ensuring it aligns with your KPI's and is in conjunction with your program and the Strategic Plan. Ensure it is updated bimonthly as part of your supervisor sessions.
- Attend bimonthly supervisor sessions.

- Undertake other duties that are peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training.
- Ensure you have a sound knowledge of all VACSAL programs.

KEY SELECTION CRITERIA (KSC)

Mandatory KSC:

- Knowledge and understanding of Koorie history culture and issues affecting the Victorian Koorie community.
- A good understanding of homelessness
- Knowledge of tenancy matters and up to date knowledge regarding tenancy and housing legislation.
- Previous experience developing client support plans and referring clients to services and coordinating the service response.
- Advocacy experience.
- Demonstrated ability to commit to continuous improvement both at a service level and through broader networks to improve client outcomes.
- Proven ability to build relationships with housing and homelessness staff in the local area that means better access to resources and better outcomes for Aboriginal households
- Excellent communication and interpersonal skills.
- Current Working with children's check
- Current National police check
- Current Victorian Driver's License
- Proof of full vaccination against COVID-19 is also a requirement. VACSAL staff members at every VACSAL site are required to have a minimum of two (2) doses to be fully vaccinated. Staff members who work at or perform duties at a Government site will be required to have at least two (2) doses of a COVID-19 vaccine and a third dose where they had their second dose more than 6 months ago.

Other Relevant Information:

- After hours work may be required
- The successful applicant will be required to disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment, unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.
- Aboriginal and Torres Strait Islander applicants are encouraged to apply.

Applications for this position must include the following:

- 1 Written cover letter that outlines why the applicant believes that he/she would be suitable for this position.
- 2 Detailed Curriculum Vitae that outlines educational and employment background, which must also include at least 3 referees.
- 3 A detailed response to the Key Selection Criteria.
- 4 Applications for this position close **24th January, 2024**. Applications must reach VACSAL office by close of business that day.
- 5 **It is a mandatory requirement that all successful applicants will be required to provide a current Working with Children check, a current National Police check and proof of full vaccination against COVID-19 (see KSC).**
- 6 Applications must be marked ***Private & Confidential*** and addressed to:

Linda Bamblett
CEO
Victorian Aboriginal Community Services Association Limited
496 High Street
Northcote, VIC 3070
Email: hr@vacsal.org.au

Further information or questions concerning this position can be directed to Bret Gould, Team Leader on 9416 4266 or via email hr@vacsal.org.au

Diversity Statement

Aboriginal culture is core to VACSAL's values and we will always be a culturally safe environment for Aboriginal peoples. We are a family of families and everybody is welcome and included.

For VACSAL, this means we embrace the diversity of our Aboriginal community and any non-Aboriginal family members of community. As cultural integrity is the cornerstone of our services, we will make all of our community feel welcome in our services regardless of their needs and identities as individuals.

We understand that not everybody will require the same approach, instead we consider their needs as an individual, as a family, as a community.