

# Homelessness Network Coordinator – Ovens Murray and Goulburn (Maternity Leave) Position Description

## Role Details:

<b>Position Title</b>	Homelessness Network Coordinator – Ovens Murray and Goulburn
<b>Reporting to</b>	Chief Executive Officer – BeyondHousing (auspice)
<b>Liases with internally</b>	All Staff
<b>Liases with externally</b>	<ul style="list-style-type: none"> <li>• All Homelessness funded services within Ovens Murray and Goulburn regions</li> <li>• State-wide Network Coordinators</li> <li>• Department of Families, Fairness and Housing (DFFH)</li> <li>• Allied services</li> <li>• Statewide networks and peaks</li> </ul>
<b>Supervises</b>	No direct reports
<b>Position Context</b>	The Ovens Murray and Goulburn Local Area Service Networks (LASN) operate within an ever-changing policy environment. The reality for homelessness services is that demand dramatically exceeds the service system's capacity to respond, together with a shortfall of affordable housing. The Network Coordinator role is to assist and support homelessness services to engage with various policy positions and to advocate, on behalf of the region, for adequate resourcing to end homelessness. The role is auspiced by BeyondHousing however the position remains equally responsible to all homelessness funded services within the region. The BeyondHousing CEO provides daily support and supervision.
<b>Purpose of the Position</b>	The aim of the LASN, and the Network Coordinator, is to: <ul style="list-style-type: none"> <li>• Develop an informed regional voice on homelessness</li> <li>• Advocate for improved responses to people who are homeless or at risk of homelessness</li> <li>• Build the capacity of the region's service system</li> </ul>
<b>Hours</b>	Part Time (hours negotiable).
<b>Salary/Rate</b>	Social, Community, Home Care and Disability Services Industry Award 2010 – Level 5. The successful applicant has the opportunity to salary package.
<b>Essential Criteria</b>	<ol style="list-style-type: none"> <li>1. Qualifications and / or experience relevant to the role – e.g. Social Work, Community Development.</li> <li>2. Highly developed communication, advocacy and negotiation skills.</li> <li>3. Demonstrated ability to think and perform strategically in a complex and changing environment.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Demonstrated capacity to consult with a broad range of stakeholders.</li> <li>5. Demonstrated capacity to understand, interpret and provide high level critical analysis of policy.</li> <li>6. Demonstrated capacity to collate and analyse data and prepare quality reports and information for stakeholders</li> <li>7. Ability to demonstrate innovation and creativity.</li> <li>8. Highly developed administration skills including the sound application of MS Office.</li> <li>9. Proven ability to manage time effectively, including prioritise tasks and meet deadlines.</li> <li>10. Current driver's license.</li> <li>11. The successful candidate must participate in a National Police Check and Working with Children Check as this role operates within a Child Safe organisation.</li> <li>12. Ability to understand, interpret and apply relevant legislation</li> <li>13. Current Driver's License.</li> </ol>
<b>Preferred Criteria</b>	<ol style="list-style-type: none"> <li>1. Experience in public speaking and providing media responses.</li> <li>2. Experience in facilitating regional forums and networks.</li> <li>3. Sense of humour.</li> </ol>
<b>Behaviours Required</b>	<ol style="list-style-type: none"> <li>1. Team Work</li> <li>2. Equality, honesty, integrity</li> <li>3. Motivated and enthusiastic</li> <li>4. Loyalty to the job and the organisation</li> <li>5. Attention to detail</li> <li>6. Capable of producing results in a sustainable manner</li> </ol>
<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Responding to the individual needs of funded homelessness services.</li> <li>• Maximizing opportunities to promote the views and needs of the region at state level.</li> <li>• Monthly bulletins to the sector.</li> <li>• Coordinate 'welcome to the LASN' information with Children's Resource Coordinator for new practitioners to the region.</li> <li>• Facilitation of relevant regional networks (e.g. Local Area Service Networks, Homelessness Emergency Response Teams (HEART)).</li> <li>• Data collection and reporting related to the HEARTs.</li> <li>• Attendance and participation in Statewide networks.</li> <li>• Attend one conference or special event annually and share knowledge gained with the sector.</li> <li>• Coordinate a regional event or activity for Homelessness Week.</li> <li>• Coordinator bi-annual practitioner forums for the region.</li> <li>• Work with Council to Homeless Persons in identifying training needs for the region and promoting any relevant training to the sector.</li> </ul>

## Responsibilities:

Focus Area	Key Tasks
<b>Consultation</b>	<ul style="list-style-type: none"> <li>• Provide an ongoing mechanism to facilitate consultation with primary regional homelessness service providers, secondary providers, DFFH and other stakeholders.</li> <li>• Ensure all funded homelessness services across the region are provided with consultation mechanisms.</li> </ul>
<b>Planning and Policy</b>	<ul style="list-style-type: none"> <li>• Assist in the identification of regional needs and contribute to planning, policy analysis, research and program development, with a view to enhancing the local regional, and state-wide homelessness service system.</li> </ul>
<b>Community education / advocacy</b>	<ul style="list-style-type: none"> <li>• Share information and promote a better understanding of homelessness within the community and across community organisations and governments.</li> </ul>
<b>Service Development and capacity building</b>	<ul style="list-style-type: none"> <li>• Facilitate the understanding and knowledge of new services, programs and best practice.</li> <li>• Share information and engage members in discussion and decision making regarding innovative practices, government policy developments and new funding initiatives.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• The position is accountable on a daily basis to the CEO BeyondHousing (the employer) and the Networker must adhere to all BeyondHousing policies, processes and lawful direction.</li> <li>• On a strategic level, the Networker is not aligned with any one particular organisation or service and is responsible for ensuring the needs of all homelessness funded services are considered and addressed where possible.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Maintain accurate records of activities.</li> <li>• Undertake data collection and reporting activities as directed by DFFH.</li> <li>• Ensure information disseminated to stakeholders is factually correct, professionally written and succinct.</li> </ul>

<p><b>Broad activities of BeyondHousing</b></p>	<ul style="list-style-type: none"> <li>• Capacity to contribute broadly and positively to the culture, environment and strategic direction of the organisation</li> <li>• Act in a manner and represent the organisation in a way that is consistent and reflective of the BeyondHousing values</li> <li>• Adhere to human resources policies including anti discrimination, Code of Conduct, harassment and equal opportunity policies</li> <li>• Adhere to workplace health and safety policies and proactively contribute in maintaining a safe and clean work environment</li> <li>• Display a positive attitude, treat others with respect and be an active member of the team</li> <li>• Attend and participate in regular performance review sessions with your Manager</li> <li>• Attend and contribute at team and all of staff meetings</li> <li>• Follow lawful direction provided by senior members of the team</li> <li>• Adhere to the Child Safe Standards framework outlined in Policies and Processes, including maintaining a National Police Check and Victorian Working With Children Check.</li> <li>• Abide by relevant legislation including; Privacy and Confidentiality legislation and ensure the strictest confidentiality in all dealings</li> </ul>
---	--

I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the Business.

Name

Date

**Instruction for staff**

1. Read the Position Description carefully.
2. Ask if you need any information clarified.
3. Keep a copy for you to use at work.
4. This is a living, breathing document and may change with the needs of the Business. Please keep the Manager informed if you have any changes in the position.

**Instruction for managers**

1. Provide a copy of the Position Description with the letter of offer.
2. Copy the signed copy of the Position Description and give to the Staff Member.
3. Provide HR with Position Description
4. Place the signed copy of the Position Description on the staff file.