

# Homelessness Network Coordinator – Position Description

## Role Details:

<b>Position Title</b>	Homelessness Network Coordinator – Ovens Murray & Goulburn
<b>Reporting to</b>	Chief Executive Officer – Beyond Housing (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</li> <li>• 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>	<p>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.</p> <p>The Homelessness 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 Beyond Housing however the position remains equally responsible to all homelessness funded services within the region. The Beyond Housing CEO provides daily support and supervision.</p>

<b>Purpose of the Position</b>	<p>The aim of LASN and the Homelessness Network Coordinator, is:</p> <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
<b>Salary/Rate</b>	Social, Community, Home Care, Disability Services Industry Award (SCHADS) Level 6
<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> <li>4. Demonstrated capacity to consult with a broad range of stakeholders.</li> <li>5. Highly developed administration skills including the sound application of MS Office.</li> <li>6. Demonstrated capacity to understand, interpret and provide high level critical analysis of policy</li> <li>7. Demonstrated capacity to collate and analyse data and prepare quality reports and information for stakeholders</li> <li>8. Ability to demonstrate innovation and creativity</li> <li>9. Highly developed administration skills including the sound application of Microsoft 365</li> <li>10. Proven ability to manage time effectively, including prioritise tasks and meet deadlines.</li> <li>11. Ability to understand, interpret and apply relevant legislation.</li> <li>12. Current driver’s licence</li> <li>13. 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> </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> </ol>

<b>Key Performance Indicators</b>	<ul style="list-style-type: none"> <li>• Respond to the needs of the homelessness sector within the region as outlined in the strategy</li> <li>• Maximise opportunities to promote the views and needs of the region at state level, including attendance and participation at relevant statewide networks</li> <li>• Communicate strategically with the sector and the community more broadly via website, media, social media, bulletins to inform, influence and promote relevant issues and trends</li> <li>• Facilitation of relevant regional networks (e.g. LASN)</li> <li>• Attend relevant conferences, events, workshops annually</li> <li>• Coordinator bi-annual practitioner forums for the region.</li> <li>• Identify training needs for the region and promote relevant training to the sector</li> <li>• Develop and progress a shared understanding of relevant research and evidence based practice across the region.</li> </ul>
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**Capability Framework:**

Key Area	Detail
<b>Understand role requirements – technical and operational</b>	<ul style="list-style-type: none"> <li>• Maintains current knowledge and skill required to complete role</li> <li>• Knows and applies the relevant legislation and regulations</li> <li>• Seeks to maintain knowledge of best practice approaches in relevant sector</li> </ul>
<b>Understands stakeholders and their needs</b>	<ul style="list-style-type: none"> <li>• Communicates appropriately and effectively</li> <li>• Seeks to understand customer needs</li> <li>• Establishes and maintains professional relationships and networks</li> </ul>
<b>Determines solutions</b>	<ul style="list-style-type: none"> <li>• Identifies problems and finds solutions</li> <li>• Makes decisions appropriately</li> <li>• Assesses relevant risks</li> </ul>
<b>Deliver Services</b>	<ul style="list-style-type: none"> <li>• Understands and uses internal systems and processes</li> <li>• Is outcomes focused</li> <li>• Is quality focused</li> </ul>
<b>Manage Self</b>	<ul style="list-style-type: none"> <li>• Manages time effectively</li> <li>• Is adaptable and flexible</li> <li>• Demonstrates resilience</li> <li>• Demonstrates self-care and awareness of health &amp; wellbeing</li> </ul>

**Responsibilities:**

Key Area	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 &amp; 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>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>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• The position is accountable on a daily basis to the CEO Beyond Housing (the employer) and the Networker must adhere to all Beyond Housing 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>

<p><b>Broad activities of Beyond Housing</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 Beyond Housing 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>• 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>
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I hereby understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the business.

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Name

Date

**Instructions:**

1. Staff should read this Position Description carefully and ask questions if any clarification is needed.
  2. Staff should retain a copy of this Position Description for their own reference and use.
  3. This is a living, breathing document and may change with the needs of the organisation. Staff and Managers should discuss changes in the position as they arise.
  4. Managers must provide a copy of this Position Description with their letter of offer.
  5. Managers must discuss all requirements in this Position Description with their staff member.
  6. A signed copy of this Position Description must be returned to Human Resources.
  7. Human Resources will place a signed copy on the staff member's file.
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