



The Social Justice Advocates of the Sapphire Coast acknowledge the Yin People as the Traditional Owners of the land on which we live and work. We pay our respects to their Elders, past, present and emerging. We fully support the aspirations of the Uluru Statement from the Heart in calling for a Voice for First Nations Peoples to be enshrined in the Constitution

ABN 19 708 992 414  
PO Box 352 Pambula NSW 2549

## Job Description

### Crisis Housing Operations Facilitator

The Social Justice Advocates of the Sapphire Coast (SJA) Crisis Housing Operations Facilitator will be answerable to the SJA Transitional Units Management Committee. The Committee is the coordinating body for managing SJA transitional housing units and their occupancy in the Bega Valley local government area. Direct supervision of the position will be through a nominated Social Justice Advocates Committee member.

Currently there are six units in operation with work being undertaken by SJA to increase the number of units at various sites. Three in Bega and three in Pambula with more units to be added in the near future

The Facilitator will develop and maintain the administration tasks of the project and liaise with stakeholders to ensure smooth transitions of tenants through the properties on a 6-month rotation. The Facilitator will support the smooth running of the units by addressing scheduled and as needed maintenance of the units and surrounding area.

Duties include but are not limited to the following:

#### Administration

- Coordinate and organise meeting of the SJA Transitional Units Management Committee.
- Work towards best practice strategies and continuous improvement in the operation of the Units to ensure long term sustainability of the project.
- Maintain list of unit tenants, start and end dates and current nominating services and case worker contact details.
- Ensure Unit Handbooks, minutes and associated tenant forms such as complaint, nominations, jobs lists are maintained and kept up to date.
- Develop new forms or procedures as required to ensure the smooth operation of SJA Transitional Housing
- Identify and either fix or bring to the Committee issues that may need addressing. This includes follow up and ensuring completion of delegate actions outlined in minutes
- Maintain income/ outgoing costs ledgers- work with SJA accountant to ensure project remains financially viable
- Prepare quarterly reports on the Transitional Housing Units for SJA as required.

## Ongoing Unit Operation including Maintenance

- Meet weekly with the Bega Valley Realty Agent staff to address repairs during tenancies. Attend to repair tasks and arrange / coordinate trades as required.
- Communicate weekly with the Chairperson of the SJA Transitional Units Management Committee to address issues as they arise.
- Regularly communicate and maintain liaison with members of the SJA Transitional Units Management Committee and especially the case workers working with clients and address issues as they arise.
- Regularly liaise and work with Reflections Pambula Management to ensure the smooth operation of the SJA units on this site and keep management updated on clients housed at the caravan park.
- Regularly liaise with Bega Uniting Church site manager and or delegated person and work to address any issues arising.
- Maintain keys and codes.
- Ensure Bega Uniting Church site is kept clean and safe and tenants at Reflections Caravan Park keep their properties clean and safe.
- Liaise with nominating services.

## End of Lease and New tenancies

- Coordinate with the Seventh Day Adventist volunteers following each tenancy the refit needs for each unit.
- Coordinate with the Bega Valley Real Estate Agent and Case workers incoming and outgoing tenancy requirements
- Coordinate and ensure each new tenant understand and work through the Unit Handbook as part of their introduction to the tenancy. This includes:
  - Resetting key codes
  - Supplying handbook
  - Checking gas bottles
- Keep Unit inventory and checklists maintained for incoming and outgoing tenants.
- Coordinate and work with tenants and individual caseworkers through the exit list prior to final inspections by the real estate agent
- Address any repairs and cleaning that are not done by exiting tenant
- Organise and manage working bees for each site to address maintenance issues, improve the units and their surroundings.

## Workplace

- An office / workstation is provided in Bega. A desk with computer, printer / copier will be supplied.

## Pay

- Casual position 16 hrs per week spread over 3 regular days.
- Pay \$35 per hour (\$26,880 gross) plus superannuation.
- Fuel allowance, telephone and laptop provided.
- Workspace provided in Bega.
- Contracted position for 2 years.

## Probation Review

The position is subject to a probation review at 4 months.

## Current Members of the Committee and Supporting Services

- Social Justice Advocates of the Sapphire Coast volunteers
- South East Youth Accommodation Service
- Wellways Australia
- Sapphire Neighbourhood Services
- Campbell Page
- Mission Australia
- Bega and Tathra Uniting Church
- Seventh Day Adventist Church
- Reflections Caravan Park (Pambula)

## How to Apply

Please provide the following:

- Your resume and 2 referee contacts

And write us a letter describing:

1. What key skills / attributes would you bring to the job?
2. Explain why you want this job.

Written or email applications to be received by **Midnight 27 August 2023**

Email to [secretary@sjac.org.au](mailto:secretary@sjac.org.au) or post to PO Box 352, Pambula NSW 2549

# Who Are the Social Justice Advocates ?

The Social Justice Advocates of the Sapphire Coast (SJA) are a local group devoted to helping people experiencing poverty, homelessness, and the disadvantage here and elsewhere; we also work towards protecting the environment we live in. We work mainly in the Eden, Bega, Pambula and Merimbula areas raising awareness of the plight of others, particularly people experiencing homelessness.

We stand up against domestic violence, poverty and suicide and support youth, Jigamy farm, local church groups, Pearl's Place, refugees, asylum seekers and local charities. SJA is a non-denominational, registered, incorporated charity. We operate mostly within the Bega Valley Shire with the exception of our few long-developed support projects in Papua New Guinea, Timor Leste and Kenya.

We are always encouraging and welcoming new members to join SJA. We accept donations and can assure donors that all money goes back to the above advocacies.

## How the Units came to be.

After many years of supporting people affected by the housing crisis in the Bega Valley, by supplying caravans to people in need, SJA launched the "It's Up To Us" campaign. They worked tirelessly to raise over \$350,000 to date in this ongoing effort to support our community.

The "It's Up To Us" campaign included fundraising and awareness events such as Sleep On It Challenge, Black Sorrows Concert for SJA, Clean Up Bega Valley Rubbish Campaign, along with other significant donations, both financially and in-kind.

Tathra Uniting Church have generously granted use of their church grounds in Bega for the placement of three units, and the Reflections Holiday Park in Pambula has also supplied three sites. SJA currently offers short term six-month transitional tenancies to people experiencing homelessness in their six relocatable/expandable, two-bedroom units. More units are expected to be added in the future.

The assembly of the units were significantly supported by volunteers and the furnishings were generously supplied by Bega Seventh Day Adventist Church and donations.

<https://sjasc.org.au/>

<https://www.facebook.com/sapphirecoastsja>

<https://www.instagram.com/socialjusticeadvocates/>