

**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **Position Title:** | Homelessness to a Home (H2H) Practitioner |
| **Location:** | Quantum Morwell Office |
| **Reports To:** | Team Leader – Social Housing Support Programs |
| **Key Internal Contacts: (Program)** | Homelessness Stream |
| **Hours of Duty:** | As per the Employment Agreement |
| **Duration:** | 18 months with the period of employment being dependent upon ongoing funding. |
| **Salary Classification:** | SCHADS Award Level 5 |

|  |  |
| --- | --- |
| **About Quantum** | |
| Quantum Support Services has been operating in the Gippsland region since 1987. During this time, the organisation has built a strong reputation in achieving outcomes for the local community. We are a not-for-profit support service, which means that all funds are used to support the community. We offer services to clients at our five sites (Bairnsdale, Sale, Morwell, Warragul, and the East Bairnsdale Community Hub) and outreach to clients living across Gippsland. The range of services we provide include:   * Homelessness including youth crisis accommodation. * Tenancy advocacy and support * Connecting people with the community such as assisting people experiencing vulnerability with health services and other support providers * Family violence support for women and children * Youth programs * Out of Home Care including Foster Care.   Quantum believes the celebration of diversity makes us and the community stronger.  We are committed to embracing everyone’s individual differences so that we can help create a strong workplace and community that is empowered to reach its potential. We celebrate diversity of gender, sexuality and spiritual or religious belief along with all cultural backgrounds including Aboriginal and Torres Strait Islander people.  Quantum recognises that we all have diverse life experiences that may be influenced by age, ability, social and financial status. Quantum supports everyone is right to feel respected, safe, welcome and valued.  In undertaking this role with Quantum, you are expected fulfil the obligations set out in this document and any other reasonable direction given to you by your Line Manager. Most importantly, the way in which you undertake your work and your behaviour towards you colleagues, clients and the wider community must align to the values set out below. | |
| **Vision:** | Our Vision is to enrich the wellbeing of Gippslanders |
| **Values:** | Respect, Integrity, Empowerment |
| **Our Core Values:** | * we are inclusive * we are accountable * we strive for sustainable outcomes * we are proactive * we show care * we are agile and adaptive |
| **Our Goals** | * Provide the right services and programs in the right places. * Increase access to early intervention and prevention services. * Attract, engage, and invest in our people. * Build the profile of Quantum. * Achieve a sustainable business model |

|  |
| --- |
| **Primary Position Objective** |
| The Victorian Governments $150 million From Homelessness to a Home package (H2H) will enable access to approximately 1,700 homes to support those people experiencing homelessness who are residing in emergency accommodation due to the COVID-19, providing stable housing and support services for up to 18 months.  To provide collective provision of services to support community members in accommodation, through an integrated and multi-disciplinary approach towards resolving the homelessness of people exiting emergency accommodation and responding appropriately to their needs.  Targeted and tailored support is designed for those community members with increased vulnerabilities and risks, and is expected to be time limited, and provided by homelessness, and other health and human services. |

|  |  |
| --- | --- |
| **Duties and Responsibilities** | |
| **Responsibilities** | * Homelessness and Tenancy Support – including comprehensive assessment, goal orientated support plan, long term housing plan, transition planning to live more independently and leverage community-based health and social supports. * Care coordination, service navigation and referral – improved access, connection, and coordination to and navigation of mainstream and specialist services; and * Flexible brokerage – can be used flexibly to address the holistic needs, outcomes and objectives identified in clients’ goal-orientated support plan. |
| **Service Delivery** | * Provide holistic, strength-based support to young people, single adults and families referred to the program within a case management framework. * Contribute to an integrated approach to service delivery for clients accessing the program. * Provide targeted and tailored support for people who have increased vulnerabilities and risks who are experiencing homelessness and require on-going housing such as social housing to resolve their homelessness. * Provide intensive support to community members who have multiple and complex support needs such as mental or physical health issues, alcohol or drug use, or other trauma. * Support community members to achieve and maintain stability in housing by observing principles of Trauma Informed Care and Practice. * Provide individually tailored, flexible and rapidly responsive support to support client-led recovery. * Understanding of individual histories to anticipate, monitor and respond to areas of concern. * Provide each community members support service through a continuum of integrated support. * Support pathways to long term housing and personal stability, with active support at al points of referral and transition. * Provide case coordination with the community member to develop a holistic, strength-based, goal orientated plan that will remain with the community member for the duration of their time in the program. * Review the community members plan and progress their plan with them on a regular basis with differing intensity of contact dependant on the community member’s needs. * Convene multi-disciplinary team meetings on a regular basis to discuss the community members plan, care, supports and strengths, and to share information on the client (in accordance with privacy legislation). * Broker access to services for the community member where required, including referrals to health services, and assisting to navigate services. |
| **Community Development & Networking** | * Participate in community networking by disseminating information to other agencies, community groups, local governments, regarding the aims of the Program and the issues faced by the client group. * Work cooperatively with other agencies in maintaining and developing an effective service delivery system for program clients. |
| **Agency Participation** | * Participate in regular supervision, review, and individual planning, including the identification of training needs, provided by the Stream Manager. * Participate and operate effectively within a team environment and attend and contribute to team meetings and Agency staff meetings. * Commitment to continuous improvement including involvement in the ongoing evaluation and monitoring of both the program's and the agency's service delivery and contribute to future planning. * Contribute to Quantum's policy processes in response to local, State and Commonwealth Government policy changes and reviews. |
| **Administration** | Carry out necessary administrative tasks, including:   * Compiling workers or other reports on a monthly basis or as requested. Daily & monthly collection of data for both internal and external purposes. * Completion of relevant forms in accordance with Quantum policies and procedures. Performing tasks such as filing & correspondence. * Maintaining accurate records. * Maintaining Case Files within the guidelines of the Quantum Service Delivery Manual. * Maintain requirements for the release of information between services and keep accurate records as required by the Information Privacy Act and other acts relating to information sharing. Maintain requirements in line with Legislation relating to information sharing for the FVISS & CISS as related to the MARAM framework. |
| **General** | * Perform other duties relevant to Quantum Support Services' daily operations as directed by the Supervisor and Quantum Support Services Line Management. |
| **Health and Safety** | * Promote a safe workplace for colleagues and clients in accordance with OH&S legislation and Equal Opportunity Practices in accordance with Quantum policies and procedures. * Give consideration to and recommend reasonable wellbeing initiatives that could benefit Quantum Staff. |

|  |  |
| --- | --- |
| **Key Selection Criteria** | |
|  | 1. Demonstrated experience in providing holistic, strength-based case management support to vulnerable and disadvantaged community members with complex needs. 2. Excellent communication and interpersonal skills which can be appropriately used when working with community members, families, colleges, Government Departments, and community organisations. 3. Demonstrated ability to implement, monitor and evaluate services that meets clients' needs, within policy and program guidelines as provided via funding and service agreements and Quantum. 4. Demonstrated working knowledge for the Residential Tenancies Act 1997 and the VCAT Rules and Regulations. 5. Demonstrated knowledge of, or the ability to gain a strong understanding of Public Housing Policies and Procedures.   **Service Delivery**   1. An understanding of the social and political issues impacting on people who are experiencing homelessness or who are at risk of homelessness. 2. Demonstrated experience and knowledge of strength-based case management practices. 3. Experience in providing case coordination and support to community members with multiple and complex needs. 4. Previous experience in related work with the client group which demonstrated the ability to engage community members. 5. Demonstrated capacity to deliver culturally sensitive practices in working with the members of the community. 6. A commitment and ability to create strong links with appropriate services and networks and an understanding and knowledge of the available resources in Gippsland. 7. An understanding of team responsibilities and dynamics, and the skills required to support and encourage team members. 8. Working knowledge of Tenancy Legislation (Residential Tenancies Act 1997 & VCAT Rules & Regulations).   **General**   1. Excellent literacy and computer skills. 2. Ability to work with minimal direction and supervision. 3. Excellent time management skills. 4. Enthusiasm, energy, and interpersonal skills. |
| **Mandatory Qualifications** |  |
|  | * Minimum requirement of Diploma of Community Services or other relevant or appropriate tertiary qualifications and/or experience relevant to this position. * Completed application must include a detailed Cover Letter (aligning your response to the key Selection Criteria) and a current resume that contains or has attached, the name, address, and telephone numbers of three referees. |

|  |  |
| --- | --- |
| **Conditions of Employment** | |
| **Required** | * Current Working with Children Check (full not voluntary) * Current National Police Check (with no findings) prior to commencing employment and every 3 years thereafter. * Compliance with Quantum’s Child Safe Standards * The successful applicant must hold a valid Victorian Driver's Licence that is not at risk of cancellation. * The successful applicant must confirm their acceptance of the Offer of Employment from Quantum Support Services Inc. via the People, Learning & Culture Portal. * The successful applicant is required to comply with the policies of Quantum Support Services Inc. * This position is subject to an annual Review. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Document Tracking** | **Version** | **Issue date** | **Review Date** |
| Document Created | 1. | 15th January 2021 | 15th January 2024 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |