

Position Vacant

Youth Housing Facilitator: Coffs Harbour

We are seeking to employ a professional and values-aligned person to join our supportive and friendly team and to assist us in delivering the Momentum Youth Housing Program on the Mid North Coast of NSW, specifically in the Coffs Harbour, Bellingen and Nambucca Local Government Areas. A part-time position (24 hours per week) is available. The position is based in Coffs Harbour.

Closing Date

Applications must be received **before midday** on **Monday, 13th May 2024**.

Who are we looking for?

Successful applicants for this position, will be people who:

- are friendly, kind and positive people, with a can-do attitude
- not only want to meet expectations, but want to exceed them
- are highly organised, efficient and effective
- are passionate about efficient, accurate administration and procedural compliance

About Blue Sky Community Services

Blue Sky Community Services is a not-for-profit values-based community organisation. Our vision is to support people to thrive and to create communities where everyone belongs. Since 1975 we have been working in partnership with people and communities to achieve positive outcomes. We deliver a range of services that assist the people and communities we work with to thrive.

Our work environment is supportive and flexible, and our culture is positive, and values based. We have organisational values that are lived workplace practices. At Blue Sky Community Services, we value optimism and innovation, integrity and respect, inclusion and diversity, and, connection and kindness.

We offer salary packaging and invest in our staff's continuous learning and professional development journey.

We believe that the make-up of our workplace should reflect the diversity of the communities we work within. We therefore strongly encourage people from diverse backgrounds and cultures, and people who have lived experience of disability, to apply to work with us.

You can find out more about us, and our work, at our website at www.bluesky.org.au and by visiting our Facebook page.

About Blue Sky Momentum Youth Housing

Blue Sky Community Services delivers the Momentum Youth Housing Program in the Coffs Harbour, Bellingen and Nambucca Local Government Areas on behalf of our funding partner, NSW Department of Communities and Justice Specialist Homelessness Service Program. The position works out of Blue Sky's Groundworks Youth and Family Hub, located in Coffs Harbour.

Blue Sky Momentum Youth Housing:

- assists young people aged 17-24 years who are experiencing homelessness, or who are at risk of homelessness, to achieve safe and stable housing in the community
- supports young people to access a range of housing products and other services to optimise positive housing outcomes
- supports young people to work on personal goals and life skills, connect with education and employment
- supports young people to build positive relationships with landlords, real estate agents and community
- provides information, advice and supported referrals to participate in activities that increase a sense of belonging to community
- provides a range of community support and capacity building activities to develop life skills, increase social inclusion and community participation.

Momentum can also assist young people to access our transitional housing program for up to 12 months. Our transitional housing program is supported by intensive support and case management and is for young people who are committed to participating in, and completing, a range of skill-building programs that will mean they are able to successfully move into private rental accommodation.

Positional Criteria

1. Demonstrated knowledge and understanding of young people and families, the youth and community sector, relevant legislation and standards including Child Protection legislation.
2. Experience working with young people and families, building their independence, skills and capacities.
3. Demonstrated ability to work with participants from a holistic, safety-optimising, evidence-based, trauma-informed, and capacity-building approach.
4. Demonstrated ability to work with young people and families who are, or are at risk of, experiencing vulnerabilities to provide opportunities for personal development and to work towards positive outcomes.
5. Demonstrated ability to be a positive and professional ambassador for the organisation and to work with communities and the housing sector to build capacity to be welcoming, inclusive, accessible and responsive.
6. Possess excellent communication and interpersonal skills and have the ability to develop and maintain positive relationships with a wide range of individuals, services and organisations.
7. Demonstrated ability to work in a culturally accessible, safe and appropriate way with diverse populations including with Aboriginal and Torres Strait Islander people or people who are Culturally and Linguistically Diverse.

8. Highly developed administrative and time management skills, proficient utilising Information Technology and competent using a range of software including social media.
9. Demonstrated willingness and ability to travel as part of the role.

How to apply

To apply for this position, applicants must:

- Complete the Application Form (downloadable from our website); applications that are received without a completed application form will not be considered
- Email the completed Application Form and a current resume to recruitment@bluesky.org.au.

In responding to the criteria, applicants need to demonstrate how they fulfil the criteria of the position. Please note that applications that are received after the closing time will not be considered.

We want you to bring your best self to this application process. At Blue Sky, we are committed to supporting adjustments throughout the recruitment and selection process to ensure candidates can participate in the application, interview and assessment phases of the recruitment process. If you feel you may require an adjustment during the recruitment process, please contact our Inclusive Communities Manager on melaniejacobs@bluesky.org.au or (02) 66 511788 to discuss.

Our Recruitment Process

Stage One: Application Assessment Stage

- All applications are assessed against the criteria.
- Applications that are not complete, or that do not satisfactorily address the criteria will not be considered for interview.
- Shortlisted applicants will be asked to proceed to the interview stage of the recruitment process.
- Applicants who are not selected to progress to the interview stage will be advised by email.

Stage Two: Interview Stage

- Applicants who are selected to progress to the interview stage will be contacted to arrange an interview date, time and location.
- At the interview, applicants will be asked questions to determine whether they are able to perform to a high standard within the role and to determine whether they are a good fit for the position, the organisation and our values.

Stage Three: Further Information Gathering Stage

- Following the interview applicants may be asked to complete online psychometric testing, to further determine suitability for the position.
- Following the interview, the organisation may contact the applicant's referees to further determine suitability for the position.
- Applicants may also be requested to attend a second interview.

Stage Four: Employment Stage

- Successful applicants will be contacted by the organisation to discuss employment possibilities.
- Unsuccessful applicants will be advised via email.
- Unfortunately, due to the volume of people who apply for our positions and want to work with us, we are unable to provide individual feedback to our applicants.