



**ORANA HOUSE**

**Project Officer – Housing Families**  
**12 month fixed-term contract**

The East Corridor women's family and domestic violence services wish to engage with socially responsible commercial businesses in a collaborative approach to address homelessness as a result of family and domestic violence. The aim will be to address the barriers that are preventing families to move on from crisis accommodation into safe, secure medium and long-term housing in the private rental market.

The Housing Families Project Officer will be employed by Orana who will manage the project on behalf of the corridor.

The role of the Housing Families Project Officer will be to facilitate and manage this project through the careful development of relationships with key stakeholders including women who have experienced FDV, staff working in the East Corridor FDV services and identified Real Estate Agents and Landlords. The project aims to increase the understanding of real estate agents and landlords to the needs of women and children who have experienced family and domestic violence in order to increase the number of successful tenancies.

This will be done through research and consultation, developing questionnaires and data collection tools, attitude surveys, educational materials, evaluation tools, facilitating focus groups and workshop presentations, written recommendations and reports.

We are seeking an energetic and organised individual with a passion to advocate for women and an engaging communication style to drive this project forward.

This is a 9 days per fortnight role based at our offices in Noranda and working across the southeast metropolitan area of Perth.

The successful candidate will need to be able to demonstrate:

- Understanding and commitment to the rights and interests of women experiencing family violence
- Strong communication skills both written and verbal including development of educational materials and reports and the facilitation of focus groups and workshops.
- Ability to work in a culturally appropriate way whilst advocating for clients and their needs
- Excellent time management skills with the ability to work independently, manage competing priorities and report outcomes in a timely manner.
- Ability to build and maintain effective working relationships across a range of internal and external stakeholders.
- Ability to adhere to privacy and confidentiality principles.
- Commitment to working within Orana's Vision and Mission
- A valid driver's license and a reliable, insured vehicle

Please forward your resume as well as cover letter addressing the skills and experience you have that align with the role to:

Mel Rowe  
[manager@orana.net.au](mailto:manager@orana.net.au)  
08 9370 4544

Job Title:	Project Officer – Housing Families	Reports to:	General Manager (GM)
Revision:	V 1	Date:	2/7/2021

#### Purpose of the role:

Orana's vision is '**A community free from family and domestic violence**'.

With the mission of '**Empowering everyone to make informed decisions to end family and domestic violence in the community**'.

This is a 12-month, fixed-term contract working in the East Corridor of the Perth Metropolitan region in collaboration with existing women's family and domestic violence services, namely Orana, Koolkuna, Starick, Nardine and Wooree Miya.

The East Corridor services wish to engage with socially responsible commercial businesses in a collaborative approach to address homelessness as a result of family and domestic violence. The aim will be to address the ability of families to move on from crisis accommodation into safe, secure medium and long-term housing in the private rental market. The Corridor wishes to encourage resilience by providing an opportunity to build positive relationships between the not-for-profit and commercial businesses to address family and domestic violence in a supported, collective impact approach.

The role of the Housing Families Project Officer is to facilitate and manage this project through the careful development of relationships with key stakeholders including women who have experienced FDV, staff working in FDV services, Real Estate Agents and Landlords. The project aims to increase the understanding of real estate agents and landlords to the needs of women and children who have experienced family and domestic violence to increase the number of successful tenancies.

The Program Logic for the project has been developed and includes:

Research and consultation, developing questionnaires and data collection tools, attitude surveys, educational materials, evaluation tools, facilitating focus groups and workshop presentations, written recommendations and reports.

#### Key Accountabilities:

- Contribute to creating a culture of inclusion and purpose, being part of a professional, productive, passionate and cohesive team.
- Responsible for contributing to the aims, objectives, strategies, responsibilities, timelines and the resources necessary to deliver the operational and strategic plans.
- Responsible for ensuring the safety and wellbeing of staff, volunteers, clients and stakeholders at all times.
- Responsible for researching, consulting, planning, facilitating and delivering the project including the professional planning and delivery of project meetings, workshops and forums.
- Responsible for the development of consultation, data collection and educational materials
- Responsible for the implementation and evaluation of the project, including written reports.
- Responsible for adhering to all policies and procedures of the organisation that meet the legal requirements for the health, safety and wellbeing of all employees, clients and volunteers.



- Responsible for maintaining the professional standards of the organisation, ensuring effective communication with colleagues and clients or in any Orana House business
- Responsible for representing the organisation and its mission, programs and services in strong positive images to relevant stakeholders and the general public.
- Responsible for keeping the GM informed in relation to all aspects of the project and to suggest continual improvement practices.
- Any other ad hoc matters, as advised by the GM

#### Key Outputs:

- Maintain effective, professional relationships with clients, colleagues and other stakeholders
- Develop high quality written materials including surveys, educational materials and reports
- Plan and facilitate surveys, focus groups and presentations to stakeholders
- Effective overall management and delivery of the project
- Professional representation of the organisation to all stakeholders

#### Person Specification:

Competency Requirements	Technical / Professional Expertise and Qualifications Required
<ul style="list-style-type: none"> <li>• Understanding and commitment to the rights and interests of women experiencing family violence</li> <li>• High level of written and verbal communication skills including facilitation of focus groups and presentations</li> <li>• Ability to work in a culturally appropriate way whilst advocating for clients and their needs</li> <li>• Excellent time management skills and the ability to manage competing priorities.</li> <li>• Ability to adhere to privacy and confidentiality principles.</li> </ul>	<ul style="list-style-type: none"> <li>• Tertiary qualification in Community Services/Community Development/Communications</li> <li>• Proficient Microsoft office skills</li> <li>• Demonstrated experience in direct client service delivery and liaising with external agencies and stakeholders</li> </ul>

#### Summary

An operational role that delivers quality services to address the ability of families to move on from crisis accommodation into safe, secure medium and long-term housing in the private rental market.