

JOB DESCRIPTION

- **Position:** Team Leader - 35hrs per week: 9am-5pm - Mon-Fri
- **Program:** Housing & Facilities Program
- **Reports to:** Executive Manager, Housing & Facilities
- **Salary:** Negotiable, dependent on qualifications and experience
- **Award:** Consistent with Social, Community, Home Care and Disability Services Industry (SCHADS 2010)
- **Plus:** Superannuation at ATO SGP rate and excellent salary packaging
- **Plus:** Monthly mobile phone allowance
- **Plus:** Public Holidays, NAIDOC Day, Ex Gratia Days at Easter and Christmas
- **Probationary period:** A six-month probationary period applies to this position
- **Aboriginal Peoples are strongly encouraged to apply**

Yerrabi Yurwang Child & Family Aboriginal Corporation (Yerrabi) is recruiting a **Team Leader** to join its **Housing & Facilities Program**. This role offers the opportunity for you to assist in delivering high quality tenancy and property management for Yerrabi, on behalf of Community Housing Limited by ensuring relevant legislation, regulations, organisational policies and procedures are followed.

THE ORGANISATION

Yerrabi Yurwang was established in 2019, due to the high unmet health and wellbeing needs of the local Aboriginal Community residing in Canberra's North-western Nggunawal region. *Yerrabi Yurwang* means to 'walk strong' and was bestowed upon the organisation by our esteemed and respected *Nggunawal Elder Aunty Agnes Shea OAM*, who was also a Founding Board Member of *Yerrabi Yurwang* and our Inaugural Patron. Yerrabi Yurwang operates in the Northwest of the Australian Capital Territory, part of the traditional lands of the *Nggunawal People*. Yerrabi Yurwang is an Aboriginal Community Controlled Organisation, which means it is owned and operated by Aboriginal People, for Aboriginal People, and is committed to the principle of *self-determination*, whereby we seek to engage and empower Aboriginal People and their Families who utilise *Yerrabi Yurwang's* services.

THE PROGRAM

Yerrabi's **Housing & Facilities Program** assists our local Aboriginal community with accessing quality housing as an area in which support is needed to ensure long-term stability, safety and wellbeing of our local Aboriginal Community. Our Community have recently identified the fundamental social and affordable housing needs of Aboriginal families residing on Nggunawal Country, as a key priority. We know safe, secure and appropriate housing is a key social determinant of health and wellbeing, in a child and family health and wellbeing context, safe, secure and appropriate housing means a healthier environment for children and families to grow and develop. Yerrabi has a vision for housing, transforming Aboriginal lives through quality housing, and as such developed a Housing Corporate Plan with the aim of providing quality, social and affordable housing options that empower our tenants to grow in community with connection to culture and purpose underpinned through our organisational values of Integrity; Justice; Empowerment; Cultural Safety and Accountability. Embedding the principle of Self-determination is of high importance to our Housing program to support the growth of a culturally appropriate Social Housing Model that elevates support toward the homelessness and housing needs of Aboriginal families in their tenancies and relevant Case Management support.

THE ROLE

As **Team Leader**, you will play a pivotal role assisting our Executive Manager, in the delivery of high-quality tenancy and property management for Community Housing Limited. This role also manages current staff within our Housing & Facilities Program, ensuring relevant legislation, regulations, organisational policies and procedures are followed. You will also work with Yerrabi Executive and Executive Managers when required.

This is a role contributing to Yerrabi's vision and strategic direction to deliver high tenancy support and property management, adhering to Yerrabi's values, vision and goals. Staff in this role are expected to maintain a positive and balanced approach to work. This includes actively working towards a healthy and respectful environment free from harassment and discrimination.

Yerrabi's approach involves working collaboratively with Aboriginal Families, Aboriginal Community-Controlled Organisations, ACT Government and other essential and relevant Non-Government Organisations to assist with:

- Improving accessibility to affordable housing in the ACT
- Assist in the provision of high-quality support to Yerrabi Yurwang Housing families and individuals.
- Assist in the coordination, integration and effectiveness of relevant housing services
- Work within a multidisciplinary approach and contribute to the Closing the Gap priority reforms
- You will also ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant ACT jurisdiction and all Yerrabi health and safety policies, procedures and directions.

Please note, based on [ACT Government and CAPO requirements](#) and guidelines, successful candidate will undergo a Community Agency Employee Check for this role/position and need to:-

- Complete a Community Agency Employee Check clearance application.
- Provide a current National Police Check.
- Provide a current Working with Vulnerable People Check.
- Provide a current Driver's License.
- Provide a current Full Driver History Statement.

Yerrabi will cover costs for CAPO clearance checks on receipt of evidence paid.

KEY CAPABILITIES

- **Probity:** adopts a principled approach, adhering to all Yerrabi policies and procedures.
- **Committed to Aboriginal communities:** assist our local Aboriginal community with accessing quality housing as an area in which support is needed to ensure long-term stability, safety and wellbeing
- **Client Focus:** demonstrates knowledge of client issues and ensures service delivery responds to client needs.
- **Embraces Diversity:** acknowledges and values diversity and respects difference in all its forms.
- **Task Delegation:** assessing workloads and assigning tasks fairly, according to individual team's member's capabilities.
- **Decision-Making:** analysing situations critically, making sound and timely decisions to keep projects on track.
- **Teamwork:** openly shares information, participates and contributes to team discussions and goals.
- **Communication:** demonstrating skills and capabilities of verbal, non-verbal and written communication to ensure information is given and received professionally and respectfully
- **Technology:** capable of computer and software applications effectively in accordance with the role.
- **Adaptability:** embraces change and pivot strategies smoothly when faced with challenges to maintain a mindset that turns challenges into learning and experience.
- **Solve Problems:** resolves problems where solutions are clear-cut and seeks guidance when necessary.
- **Resilience:** Achieves work objectives, even in difficult circumstances whilst remaining positive and calm.
- **Professionalism:** act and maintain professionalism when navigating challenging situations.
- **Self-Awareness:** Seeks feedback from others, understand areas of strengths and weaknesses, and understands impact of self on others
- **Humility:** Recognise own limitations, shares success and seeks advice and feedback on ways to improve, understands the impact of self on others
- **Nurtures Relationships:** Builds and sustains positive relationships. Response under direction to changes in client needs and expectations.
- **Autonomy:** Manages time and uses tools effectively to assist with planning and organising as required.
- **Initiative and accountability:** proactive and self-starting, seizing opportunities and acting upon them.
- **Integrity and Trust:** inspires trust by treating all individuals respectfully and fairly.

ESSENTIAL CRITERIA:

- Relevant tertiary qualifications in Community Services/Development, Human Services or Social Work; or minimum 3yrs experience in a similar team leader role
- Sound understanding of Aboriginal and Torres Strait Islander issues, knowledge and culture, and proven ability to apply knowledge of services, programs and best practices that support culturally appropriate responses.
- Demonstrated experience of leadership and mentorship skills with the ability to lead and manage team performance.
- Demonstrated experience of organisations skills and ability to multi-task.
- Demonstrated experience of sound judgment and decision-making skills in complex and/or sensitive situations.
- Demonstrated experience of ability to manage competing priorities, budgets and resources effectively.
- Demonstrated experience of stakeholder engagement across relevant government and non-government sectors.
- Demonstrated experience of well-developed verbal, written and interpersonal communication skills.
- Demonstrated experience and ability to draft and create reports and maintain data bases.
- Demonstrated experience with the use of computers and technology to fulfil the duties of the role.

DESIRABLE CRITERIA

- Minimum 2 years' experience in working in an Aboriginal Community Controlled Organisation (ACCO) or NGO sectors.
- Understanding of the importance of delivering culturally appropriate programs specific to Aboriginal and Torres Strait Islander communities.
- Current First Aid Certificate
- Current Mental Health First Aid Certificate.

WHAT YOU CAN EXPECT:

- Be part of a hardworking, good humoured and supportive team.
- Work in an organisation that values its people and promotes a strong sense of belonging and community.

QUESTIONS:

If you have any questions about this opportunity, contact:

Executive Manager: Maurice Shipp

Via email: mshipp@yerrabi.org.au

Using the subject line: Housing & Facilities, Team Leader Position

No direct applications will be accepted

TO APPLY:

All applications **must be** lodged via our [Ethical Jobs](#) portal. Please upload PDF versions of:-

- Cover letter
- Current resume with two referees
- Copies relevant qualifications or certifications

CLOSING DATE:

5pm - Friday 17th July 2026