

Specialist Housing Coordinator



New Beginnings,
Stronger Communities

Position title	Specialist Housing Coordinator.
Unit or program	ReConnect Program.
Position objective	The ReConnect Program is part of the Corrections Victoria Reintegration Pathway and is a voluntary outreach program for men being released from prison to the Grampians, Loddon Mallee and Barwon South-West regions. The program aims to support participants to reintegrate into their community and access services by providing a tailored, responsive and flexible approach. ReConnect begins working with men in prison who are due to be released and who have been assessed as high and complex transitional needs. Upon release, ReConnect Case Managers will work with the participant through three service streams depending on need: - • Brief Reintegration Stream – one to three months of post-release support. Focused on participants with more immediate post-release transitional needs that can be largely addressed through targeted and brief intervention. • Extended Reintegration Stream – up to six months post-release support. Focused on participants with more entrenched and complex needs. • Intensive Reintegration Stream – up to nine months post-release support. Focused on participants with more entrenched and complex needs, as well as those who are tenants of Corrections Victoria Supported Housing Program (CVSHP) properties. The Specialist Housing Coordinator is the program's subject matter expert on housing and homelessness. The position provides specialist advice, develops strategic partnerships, advocates for improved housing access and builds the capability of both the workforce and external stakeholders. While the role may provide consultation on individual participant matters where systemic advocacy is required, it is not responsible for ongoing case management. The role will improve sustainable housing outcomes for people exiting custody by influencing housing systems, developing strategic partnerships, strengthening workforce capability, and advocating for equitable access to safe and stable housing pathways.
Job classification	Social, Community, Home Care and Disability Services Industry Award 2010, Level 6 pay point depending on qualifications and experience.

Location	Combination of being based at: - • Vacro Head Office- Level 1, 116 Hardware Street, Melbourne CBD. • Working from home. • Outreach involving regular travel in the Grampians, Loddon Mallee and Barwon South-West regions. • Multiple men's prisons and remand centres throughout Victoria.
Reports to	ReConnect Program Manager.
Direct reports	Nil
FTE	1.0
Key internal contacts	Executive Director of Programs, ReConnect Program Manager, ReConnect Senior Reintegration Coordinators, ReConnect Case Managers, Programs staff.
Key external contacts	Community Housing Providers, Department of Families, Fairness and Housing, Homes Victoria, Tenants Victoria, Corrections Victoria.

About Vacro

Vacro is an independent non-profit organisation working with people caught in the criminal justice system and their families. Founded in 1872, we are Victoria's oldest and only specialised criminal justice reintegration service. We provide reintegration, family, and employment support that enables people to create new beginnings for themselves and their families.

Vacro is committed to ensuring that diversity and inclusion are at the core of our organisation and the way we work. We believe that our team members are our greatest asset. By supporting diversity, inclusion and respect, we create a workplace where everyone feels valued and empowered to bring their full selves to work.

We value the expertise of people from a wide range of backgrounds. Because of the work we do, we especially value the expertise of First Nations people, people with lived experience of the criminal justice system people of diverse sexualities and gender identities. We welcome applications for a wide range of candidates, including people with a criminal record. (We do not discriminate based on a person's criminal record, however in some circumstances, contractual or legislative obligations may limit a person's eligibility for certain roles. We are happy to have a confidential discussion about how these requirements may affect a candidate).

Vision	New beginnings, stronger communities.
Mission	To support new beginnings for clients of the correctional system and their families and build safer and stronger communities.
Values	• Dignity & Humanity – We stand alongside our participants and each other, always recognising and respecting their value, dignity and humanity • Empowerment – We empower people to continually grow, lead, and expand their possibilities. • Aspiration – We support people to seize opportunities, for futures imagined, reclaimed, or redefined. • Meaningful change – We challenge injustice and advocate for both systemic and personal change, approaching this work with courage and respect.

Key responsibilities

Key result area	Task	Performance indicator
Strategic Housing Advocacy	• Advocate to government, housing providers and sector partners to improve equitable access to housing for people exiting custody. • Identify and escalate systemic barriers affecting participants, including discrimination, exclusion and policy gaps. • Support complex housing advocacy where systemic intervention is required.	• Evidence of successful advocacy activities. Increased access to housing opportunities. • Strong relationships with key housing stakeholders. Systemic issues identified and communicated to relevant agencies.
Housing Partnerships & Pathway Development	• Develop and strengthen partnerships with Homes Victoria, Community Housing Providers, Corrections Victoria, CVHP, IAP providers, LASNs, real estate agencies and other housing stakeholders. • Identify and develop sustainable housing pathways across metropolitan and regional Victoria. • Improve pre-release housing planning and throughcare arrangements.	• New housing pathways established. • Partnerships maintained and strengthened. • Increased referral options available for participants. Improved continuity between custody and community housing services.
Systems Improvement & Policy Influence	• Monitor trends affecting participant access to housing. Analyse data to identify emerging issues. • Contribute to policy submissions, consultations, sector working groups and collaborative initiatives to improve housing outcomes for justice-involved people.	• Participation in sector forums. • Policy contributions completed. • Emerging issues communicated to management. • Evidence of influence on service development or sector practice.
Workforce Capability & Sector Development	• Build workforce capability by providing training, mentoring and specialist advice to ReConnect staff regarding housing systems, tenancy legislation and housing pathways. • Deliver education to external stakeholders to improve	• Staff report increased confidence managing housing issues. • Training delivered according to plan. • Positive stakeholder feedback. Increased knowledge across internal and external partners.

	understanding of reintegration, desistance and the housing needs of people exiting prison.	
Specialist Housing Advice & Practice Leadership	• Provide specialist consultation to practitioners managing complex housing matters. • Support strategic planning for participants with significant housing barriers, including those affected by disability, mental ill-health, AOD dependence, family violence, cognitive impairment or community safety concerns. • Promote integrated responses across justice, housing and health sectors.	• Timely specialist advice provided. • Improved quality of housing planning. • Increased collaborative responses for participants with complex needs. • Positive feedback from practitioners and partners.

Key capabilities

Knowledge

Demonstrated knowledge of:

- The Victorian housing and homelessness service system, including social and community housing pathways.
- The barriers experienced by people exiting custody and the relationship between housing stability and successful reintegration.
- Relevant housing legislation, policies and access pathways, including the Victorian Housing Register and Residential Tenancies Act.
- Trauma-informed, person-centred and culturally safe practice.
- The broader human services system and the intersection of housing with health, disability, family violence and justice.

Experience

Demonstrated experience in:

- Building and maintaining effective partnerships across government and community sectors.
- Advocating for people experiencing complex disadvantage and/or contributing to systems change.
- Providing specialist advice, consultation or practice support to staff and stakeholders.
- Designing and delivering training or workforce development initiatives.
- Working within housing, homelessness, justice or a related human services setting.

Skills

Highly developed skills in:

- Stakeholder engagement, relationship building and influencing positive outcomes.
- Strategic problem-solving and identifying opportunities to improve systems and services.
- Written and verbal communication, including preparing reports and delivering presentations.
- Facilitating collaboration across multiple agencies and sectors.

Behaviours and personal attributes	• Managing competing priorities and working autonomously. Demonstrates: • A commitment to social justice, equity and person-centred practice. • Initiative, sound judgement and the ability to work proactively. • Strong professional integrity and accountability. • Collaborative and respectful approaches to building relationships. • Resilience, adaptability and a commitment to continuous improvement.
Additional requirements	• Relevant tertiary qualification in Social Work, Community Development, Human Services, Criminology, Psychology or a related discipline (or equivalent experience). • Verification of personal identity, employment history and qualifications. • Satisfactory National Police Check. • Working with Children Check Victoria. • Current Victorian Driver Licence.

Expectations of all Vacro staff

- Uphold Vacro's Vision, Mission, Values and Code of Conduct.
- Demonstrate commitment to people impacted by the criminal justice system and their families.
- Comply with legislative requirements relating to this position, including taking all reasonable care of your own safety and that of others in the workplace; contributing to the improvement of health and safety within the workplace; and complying with Vacro procedures and practices which support occupational health and safety.
- Provide safe and quality services as a priority, for which you are responsible, accountable and supported by Board and management.
- Operate within Vacro's formal delegations framework and in accordance with its policies and procedures.
- Participate in continuous quality improvement activities, including identifying opportunities and making improvements to systems, processes and programs.
- Participate in Vacro meetings, regular supervision, and professional development.
- Represent and enhance Vacro's profile at stakeholder and network meetings, as designated by your manager.
- If it becomes an inherent requirement of the position in future, you will be required to show evidence that you are up to date with pandemic vaccination, and maintain up-to-date vaccination status, as defined by the Australian Technical Advisory Group on Immunisation (ATAGI). Up to-date vaccination status is defined by the number and timing of appropriate vaccine doses recommended for and received by an individual, according to their age and other factors.

Incumbent declaration

I have read this Position Description and agree to undertake the duties and responsibilities listed above. I acknowledge that:

- The Position Description is an indication of the duties and responsibilities that I am required to undertake. Additional or other duties and responsibilities may be allocated to me, in discussion with my manager.
- Where training and support are required to fulfil these duties, or additional or other duties at a similar level of responsibility, these will be provided within the guidelines of the organisation.
- The Position Description will be reviewed regularly in consultation with me.

- The Performance Indicators, where included in this document, are indicative. Performance Indicators will be set by my immediate supervisor in discussion with me, for each year (or another period) and my performance reviewed against those Performance Indicators.

Name of incumbent

Signature

Date
