



**Homeshare Coordinator**  
**12-month, full time contract with potential to extend**  
**35 hours per week**  
**\$88k pa + super**

**Holdsworth Values – Trust, Kindness, Openness and Independence**

Holdsworth believes in a community where all people have the support and services that they need to maintain an independent, healthy and fulfilling lives.

**Our Community**

Throughout the Eastern Suburbs, we support:

- children and adults living with intellectual disabilities;
- families with young children;
- older people who may be frail, ill, lacking mobility, experiencing social isolation or living with dementia;
- their families and care givers.

**The Role**

Are you passionate about making a difference and looking for a new challenging role?

The Homeshare Coordinator role is an exciting opportunity to drive a sustainable HomeShare service which addresses two key challenges in Sydney right now: social isolation and housing affordability.

Homeshare is a model that has been tested both in Australia and overseas with a high profile and extensive media coverage. It taps into existing housing stock to deliver significant financial and health benefits for participants and their wider communities.

Holdsworth has successfully piloted our HomeShare program and we now need someone to drive it to scale. We are looking for someone who believes in the value of shared lives and the benefits of diverse, inclusive communities.

This role needs someone with the drive to work independently as well as the ability to successfully collaborate with teams across Holdsworth and externally to draw on the support required for each HomeShare match.

**About You:**

- Strong advocate for a rights-based approach in the community sector;
- Sound knowledge and recent experience in the housing or homelessness sector;
- Excellent communication and presentation skills;
- Exceptional interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders;
- Strong business acumen;
- C class driver's licence and access to own transport;

**Benefits:**

- Flexible working hours;
- Three additional leave days over Christmas break;
- 35 instead of 38-hour work week;
- Mobile phone and laptop;
- Values driven work environment.



**Steps from here:**

If you're looking for an exciting challenge we want to hear from you.

Please check our website <https://holdsworth.org.au/work-with-us/> for further information and to download a position description should you be interested in researching the role further. You can submit your resume via seek or on our website.

For further information please contact Simon Wise, HR Development Officer on [9302 3600](tel:93023600) or email [simon.wise@holdsworth.org.au](mailto:simon.wise@holdsworth.org.au)

**Important Note:** Although we appreciate the time and effort you take with your application, only successful candidates will be contacted and invited to attend an interview upon application.



### POSITION DETAILS

**Position Title:** Homeshare Coordinator

**Position Aim:** To build a sustainable Homeshare service which promotes shared lives and diverse communities.

**Reporting To:** Management

**Direct Reports:** None

**Position Based:** Office, Home and Community

**Position Status:** Full Time, 12-month contract with potential to extend

**Hours:** 35 hours per week

**Award Level:** **SCHCADS Award Level 5**  
(Competitive above-award salary package)

All positions at Holdsworth are classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Paypoint will be negotiated based on experience.

#### Special Requirements:

- All employees of the Centre must undergo a Police and Working with Children background check.

**Signed by Employee:**

**Signed by CEO:**

**Date:**

**Date:**

**Review Date:**

## **Key Areas of Responsibility:**

### ➤ Participants

- Promote person centred opportunities for older people, people living with a disability and anyone looking for safe, affordable housing;
- Engage with potential Homeshare participants and their family members;
- Intake, assessment and review of potential Homeshare participants both Owners and Sharers;
- Clearly articulate the rights and responsibilities of Homeshare participants;
- Match Homeshare couples based on alignment of shared values;
- Facilitate detailed discussions about Homeshare agreements;
- Ongoing monitoring and support to all Homeshare participants;
- Mediate any grievances, concerns or disagreements between Homeshare participants;
- Facilitate peer support amongst Homeshare participants;
- Measure social impact of Homeshare service through surveying of individual matches;
- Understand other programs and services offered by Holdsworth and provide information, advice and referrals where appropriate;
- Actively seek participant feedback and ensure it is recorded and shared in line with Holdsworth policy and procedures.
- Promote safety and wellbeing of participants at all times;
- Maintain clear and appropriate records of participant information on the Holdsworth database.

### ➤ Programs and Services

- Implement a sustainable fee paying Homeshare service;
- Deliver on our Homeshare grant funded programs;
- Develop the delivery of Homeshare through the National Disability Insurance Scheme (NDIS) and other funded programs;
- Develop processes and procedures that reflect the evolution of the pilot program.
- Ongoing program evaluation and embedment of impact measurement frameworks.

### ➤ Staff & Volunteers

- Support and motivate other team members (staff or volunteers);
- Monitor and advise Management of ongoing training requirements for you;
- Promote the safety and wellbeing of staff and volunteers at all times.

### ➤ Community Partners

- Establish new and maintain existing relationships with relevant organisations;
- Work with strategic partners and identify new networks for referral pathways and funding opportunities;
- Represent Holdsworth in the community in a positive manner.

### ➤ Governance/Administration

- Provide input on the future direction of programs and services within the context of local, state and national guidelines and priorities;
- Quarterly reporting against the Holdsworth operating plan when delegated;



- Implement continuous improvement methodology in all aspects of operations.
- Develop effective systems to ensure most effective use of available resources.
- Report on outcomes for funding obligations;
- Other duties related to the position as directed by the Manager;
- Comply with Holdsworth policies, procedures and Code of Conduct at all times;

#### A. Key Performance Indicators:

- Successful development of a self-sustaining Homeshare program at Holdsworth;
- Timely screening and assessment of participants;
- Positive interaction with participants and partner organisations in the community as evidenced by positive feedback from stakeholders;
- Successful and sustainable long term matches to meet program targets;
- Evidence of positive social outcomes for both Homeshare parties;
- Evidence of accurate and relevant recording and reporting of data;
- Successful referral of people to other Holdsworth programs and services if appropriate;
- Positive contribution to the motivation and morale of the Holdsworth team.