

## Housing & Communities Officers

- Be part of an organisation where clients are at the heart of everything they do
- Excellent salary and benefits package, including full salary sacrifice options
- NFP employer of choice with a proud history and exciting future plans

'Follow your passion, be part of something special with this NFP housing organisation where people are paramount and values are a lived experience'

As specialist recruitment partners to the Community Housing sector, our organisation Community Consulting Australia has three exciting Housing & Communities Officer positions, two full time and one part time with our client based in Brisbane.

As one of the Housing & Communities Officers you will be responsible for engaging and supporting tenants in their homes empowering them to live independently with or without supports, creating a cohesive community through community engagement activities. Using first class customer service and communication skills to build high trust and rapport with our tenants, neighbouring community, and support partners.

These roles require you to secure rental vacancies, complete rent assessments and reviews, effectively manage rent and non-rent debt, conduct property inspections, tenancy plans, tenancy transfers and terminations.

The successful candidates will have significant experience managing a portfolio of properties in the public/community or private sector housing with a focus on delivering excellent customer service.

In addition, you will have proficient knowledge of tenancy legislation and regulatory frameworks as it relates to housing management activities including Residential Tenancies and Rooming Accommodation Act 2008 and key experience dealing with complex and challenging clients and housing management issues including tenancy sustainment practices, tenancy terminations and court proceedings as required.

You will display proficient people management and communication skills, have an appetite for innovation and be a self-motivated leader and mentor who is accountable for their decisions. You will champion operational excellence, display a proficient business acumen and have a tertiary qualification in either Housing, Business, Management or Community Services.

If you are all of the above and genuinely passionate about the successful delivery of an organisation's vision and strategic plan and display a high degree of professionalism, integrity and ethical behaviour then we would like to hear from you.

In return you will be rewarded with a competitive base salary and excellent benefits including 5 weeks annual leave and full Not-for-profit salary packaging benefits. To be considered for one of these opportunities you must meet the above criteria, have Australian Citizenship or Permanent Residency status and currently hold or be willing to obtain the relevant clearances and checks that are essential for this role.

For a confidential discussion and more information contact Mark Williams on 0450 311272, for email enquiries and application submissions please forward in Word format to [mark@communityconsultingaustralia.com.au](mailto:mark@communityconsultingaustralia.com.au)

Please note that these roles will close as and when each successful candidate is appointed, only shortlisted applicants will be contacted.