

Housing Officer Job Description

Assist KNAC members with purchasing homes, securing rental properties and ongoing maintenance of homes purchased through the Housing Project Committee (Mutual Trust)

Key responsibilities:

- Assist KNAC members with necessary paperwork to purchase a home
- Advocate and assist with KNAC members obtaining a rental property
- Coordinate workshops on how to manage homes i.e. Bloodwood Tree THRIVE program
- Work with stakeholders i.e., builders, service providers, government
- Assist Nyiyaparli beneficiaries with obtaining 100-point ID check
- Coordinate and or provide guidance for repairs and maintenance
- Liaising with Real Estate Agents, Landlords, Insurance companies and relevant stakeholders to provide appropriate support to tenants to minimise both rental and mortgaged property arrears and minimise tenant responsibility maintenance charges
- Follow up repairs as per building inspection reports when property purchased ie water damage, painting, gardens
- Liaising with the Professional Trustee (Mutual Trust), including attendance at Housing Project Committee meetings to provide reports and updates on relevant matters
- Other duties as required

Selection Criteria:

- Sound knowledge of property market in the Pilbara area
- Excellent written and verbal communication skills
- Demonstrated ability to work independently and responsively
- Demonstrated practical problem solving skills
- Experience working effectively with clients with complex needs and an ability to effectively and confidently manage conflict.
- Ability to work efficiently and meet deadlines
- Proven experience in property management
- Current driver's license
- Experience working with Aboriginal people is highly considered.
- Nyiyaparli and other Aboriginal or Torres Strait Islander candidates strongly encouraged to apply

Consideration will need to be given that most of these tasks can only be undertaken in the Pilbara. The person will need to travel to Newman and possibly Karratha to service the beneficiaries.

ADMIN INFORMATION:

- Employed by Karlka Nyiyaparli Aboriginal Corporation
- Trust to fund salary and on-costs through Eligible Project application
- Administered in accordance with KNAC Recruitment and Selection Policy and Procedure