



Working together, giving hope to
prevent and end homelessness



Integrity | Respect | Trust |
Collaborative | Courageous | Creative

JOB DESCRIPTION

TITLE OF POSITION	Homelessness Support Worker
CLASSIFICATION LEVEL	Lutheran Care Level 4
PROGRAM	Toward Home Alliance

OVERVIEW

Lutheran Care provides community services on behalf of the Lutheran Church in South Australia and Northern Territory through a range of programs. We support communities through responding to the needs of individuals and families, community development, learning opportunities, accommodation and support. Current programs include emergency relief, financial counselling, family support and education, foster care, housing and family shelter and refugee services. LC is committed to reducing barriers and encouraging inclusion and participation in the community of people with a disability, people of all ages, Lesbian, Gay, Bi-Sexual, Transgender, Intersex and Queer (LGBTIQ) people, Aboriginal and Torres Strait Islander (ATSI) people and people from Culturally and Linguistically Diverse (CALD) backgrounds.

In 2020, The South Australian Housing Authority (SAHA) announced significant reforms within the homelessness sector. In response to these reforms, the Toward Home Alliance (THA) was formed comprising of **Aboriginal Community Services, Baptist Care SA, Lutheran Care, Mission Australia, Sonder, and The Salvation Army.**

Guided by a united vision of **Ending Homelessness** through services which are bold and transformative, the Toward Home Alliance is committed to ensuring:

- The 'Lived Experience' which guides and informs all that we do,
- Collaborative Person led service,
- Working towards ensuring the experience of homelessness as short and non-reoccurring,
- Culturally appropriate,
- Accessible and responsive,
- Integration of service delivery and supports,
- Professional and quality service provision,
- Continual evaluation and review, ensuring Continuous Quality Improvement and
- A committed workforce who share the vision of the Toward Home Alliance.

Toward Home Alliance in collaboration with the South Australian Housing Authority (SAHA) has identified a need for transformational change in the way services support people affected by homelessness and have adopted an Alliance model to deliver a 'whole system' approach to achieving the objective of ending homelessness and recognises that every position within the Toward Home Alliance has a vital role to play in eliminating homelessness.

ROLE SUMMARY

The Homelessness Support Worker is responsible for supporting clients who are 'first time' in the homelessness system, including those who are about to become homeless, or returning to the homelessness system after a period of 12 months or more, who are not currently in emergency or short/medium or long term accommodation.

The Homelessness Support Worker will enhance the connections clients have with both Toward Home Alliance and other support networks, by providing information and advice about short and medium term accommodation options, referral services and relentless advocacy that supports best client outcomes.

The Homelessness Support Worker will work collaboratively with other Toward Home Specialist Homelessness Services and as a team member maintain contact with at risk of homelessness clients who continue to need and request support, via the use of a specialised database, ensuring clients do not have to repeat their stories.

The Homelessness Support Worker is responsible for adding timely and accurate notes and updates, and maintaining an up to date case plan and referral service for clients

REPORTING RELATIONSHIPS AND ACCOUNTABILITY

The Homelessness Support Worker reports to the Team Leader and works closely with all Toward Home Service streams.

SPECIAL CONDITIONS

Further conditions of employment are as follows:

- Hold a current and satisfactory DHS Working With Children Check and an NDIS Worker Check. .
- Hold a current and satisfactory National Criminal History Check
- Hold a current and unrestricted South Australian Driver's Licence
- Provide evidence of COVID-19 vaccination certificate prior to commencement and provide dates for further booster shots as required or a medical exemption endorsed by the Chief Public Health Officer.
- Possess a registered roadworthy vehicle available for work use (employees reimbursed for work travel)

- Hold a current Safe Environments for Children & Young People certificate
- Have the flexibility to work from various Alliance worksites and occasional evenings and weekends if required
- Undertake some intra-state and interstate travel and work from various Lutheran Care worksites if required

CORE BEHAVIOURS/RESPONSIBILITIES

ROLE:	LC STAFF RESPONSIBILITIES AND DUTIES:
Behaviour	<ul style="list-style-type: none"> • Model ethical behaviour and practice consistent with the Christian ethos of Lutheran Care as outlined in the Code of Conduct and stated values. • Adhere to and support LC's policies and procedures. • Comply with Professional Codes of Conduct
Teamwork	<ul style="list-style-type: none"> • Contribute to maintaining a supportive team environment by communicating with team members, staff and volunteers in a positive and encouraging manner. • Work collaboratively with all Toward Home Alliance partners and services to ensure best outcomes for clients. • Support LC's senior management team's decisions and ensure that instructions are carried out. • Alert the operations manager to any emerging issues or critical incidents that may impact upon the growth, stability and sustainability of the relevant program/work area(s). • Attend and actively participate in regular team meetings and forums as required. • Report to the direct line manager/supervisor as required. • Attend peer support and individual supervision as required
Work Health and Safety	<ul style="list-style-type: none"> • Maintain a safe and healthy workplace, identify and act upon potential workplace hazards and identify and implement procedures to manage and minimise risks within your team environment. • Promote and adhere to LC's Work Health and Safety Guidelines.
Resource Management	<ul style="list-style-type: none"> • Monitor financial reports, expenditure and budget to meet budgetary requirements. • Maintain records of activities as required for accountability purposes. • Manage resources and risks efficiently and effectively. • Work within established or negotiated financial and time constraints
Continuous Improvement	<ul style="list-style-type: none"> • Contribute to the delivery of high quality services. • Understand and support continuous quality improvement in Lutheran Care. • Attend training and professional development as required.

CORE BEHAVIOURS/RESPONSIBILITIES

ROLE:	RESPONSIBILITIES AND DUTIES SPECIFIC TO THE ROLE:
<p>Homelessness Support</p>	<ul style="list-style-type: none"> • Communicate effectively to engage and establish rapport with clients to achieve their goals through responsive and timely engagement. • Ensure and maintain privacy and confidentiality for all clients. • Provide high quality, client centred, strengths-based services to clients using a trauma informed and culturally responsive practice approach. • Provide homelessness support, ensuring appropriate referrals are allocated for each client which includes support, referral, advice and advocacy. • Work towards 'rapid rehousing' for eligible clients • Provide information and support to connect families and individuals with appropriate referral pathways to address issues impacting on secure housing, such as mental illness, substance use, physical health and life skills. • Ensure accurate information, including but not limited to comprehensive professional case notes, are finalised within allocated timeframes on the relevant database/s. • Actively participate in THA and LC teams by contributing to collaborative working relationships, team initiatives and professional development • Attend Alliance and team meetings, reflective supervision and individual supervision sessions as requested. • Work within THA and LC service delivery policies, procedures, principles and practices. • In collaboration with your line manager, assessing and prioritising appropriate responses to clients, including those that demonstrate multiple and complex needs. • Work collaboratively with a diverse range of people with multiple and complex needs. • Develop, manage and work towards achieving positive outcomes for clients on the Homelessness Support list • Use digital technology to build electronic and accessible client profiles. • Ensure the client tells their story once and service responses are built around their identified needs which are linked to the clients VI SPDAT profile and entered into the data system for continuous and regular support planning. • Meet the clients 'where they are at' to reduce the impact of compounded disadvantage for those who experiencing trauma. <p>Support the Toward Home phone and in person triage service which will be located across the southern and CBD regions, within LC sites or Alliance partners locations when required (on a roster basis)</p>
<p>Flexible Work Environments</p>	<ul style="list-style-type: none"> • Work within various Lutheran Care or Alliance Partnership sites located across the southern and CBD regions

SELECTION CRITERIA

REQUIRED QUALIFICATIONS, SKILLS, KNOWLEDGE, EXPERIENCE AND ABILITIES

- Relevant degree/qualifications or specialist skills and expertise to perform at this level. Qualifications in Community Services, Social Work, Psychology or similar will be highly regarded.
- Demonstrated skills in person centred support, assessment and referral within a trauma informed practice lens.
- Strong skills in time management, setting priorities, planning and organising own work to achieve specified objectives.
- Knowledge and experience of homelessness services, including the impact of past government policies on First Nations people.
- Knowledge and understanding of the issues facing people experiencing homelessness.
- Understanding of the rapid rehousing and housing first models
- Understanding of the emotional impact of emergency / crisis accommodation support for children and young people
- High level of interpersonal skills in dealing with clients, colleagues and stakeholders.
- Ability to communicate effectively in both oral and written communications and work with a diverse range of people.
- Ability to work independently and demonstrate initiative.
- Proven ability to operate within a continuous improvement framework
- Strong team work focus.
- Competence in using databases, video conferencing and the Microsoft suite of programs.

ATTRIBUTES THAT ARE DESIRABLE, BUT NOT ESSENTIAL:

- A sound knowledge of the effects of trauma and abuse in relation to homelessness.
- Trained in the use of VISPDAT (training will be provided)
- Experience working with people from culturally and Linguistically Diverse (CALD) and Indigenous backgrounds.
- Knowledge and understanding of domestic and family violence and its impact on families and individuals
- Safety planning experience.
- Understanding of the H2H data base

ACKNOWLEDGEMENT:

I have received, reviewed and fully understood the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Staff will be consulted over major changes to their position descriptions, however, duties and responsibilities may vary from time to time to maintain "Best Practice" standards of service delivery. You may be assigned other duties as reasonably requested within your level of skills and qualifications.

Employee: _____

Witness: _____

Date: _____