



## Property Officer – Crisis Accommodation Program

### The Opportunity

We are looking for a dynamic individual to fill a full time, fixed term Property Officer role until 31 May 2021. The Property Officer will oversee the coordination and administration of onsite accommodation services and related administration, for our Northern and Southern based Crisis Beds Accommodation Programs. Although the role will predominantly be based in the Northern suburbs, applicants must be flexible to provide support to Northern and Southern CAPS sites as required.

### Key accountabilities of the role will include:

- Coordinate properties for CAPS sites including setups, intakes and related administration;
- Coordinate Contractors to perform maintenance at sites;
- Purchase supplies and equipment for office and accommodation facilities; and
- Maintain records and systems relating to accommodation facilities.

### Essential Criteria:

- Understanding and/ or experience with tasks associated with property intakes;
- High level written and verbal communication and interpersonal skills;
- Sound administration skills, including competency in full MS suite of products;
- Attention to detail, able to plan and manage workload, and operate autonomously;
- Awareness and empathy for the needs of women and children affected by domestic and family violence, and in working with vulnerable families and individuals affected by mental health, disability, or low income.

### Benefits of joining WSSSA

- Level 3, SCHADS Award
- Salary sacrifice options available
- Wellbeing Program

### Applicants must:

- Hold a current full drivers licence and be willing to drive between Northern & Southern sites
- Eligible for or currently hold DHS Working with Children check and National Police Clearance

**Applications must include a resume and one page cover letter and addressing the Person Specification criteria within the Position Description.**

Inquiries can be emailed to [natalies@womenssafetyservices.com.au](mailto:natalies@womenssafetyservices.com.au)

*WSSSA is an Equal Opportunity Employer, committed to building our strengths through a diverse and inclusive workforce.*

*Aboriginal and Torres Strait Islander applicants, applicants of culturally diverse backgrounds, those with disability, and gender diverse applicants are strongly encouraged apply.*