



Women's Safety Services SA

Job & Person Specification –Service Delivery

Position Title:	Property Officer, Crisis Beds		
Classification:	Level 3, SCHADS Award		
Location:	Crisis Accommodation Program		
Last Reviewed	21/09/2020	Review Due	20/09/2021

Role Reports to:	Reports to Program Manager
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KEY PURPOSE OF THE POSITION

The Property Officer Crisis Beds, is accountable for the effective and efficient administration of properties within the Crisis Beds Accommodation Program, including the coordination of property intakes and related administration. The role will also be responsible for coordinating the purchase of supplies for office and accommodation facilities, and for provision of other administrative support for the CAPS site.

THE ORGANISATION

WSSSA is a women's and children's domestic and family violence service that provides an integrated response to its clients through the provision of specialised, accessible and flexible models of service delivery. WSSSA has a strong and varied history, delivering services across diverse cultures and backgrounds. Our practice model is underpinned by a safety first approach which seeks to ensure that the safety and empowerment of women and their children is paramount in all aspects of service delivery and advocacy.

VALUES AND PRINCIPLES

We value and are committed to:

- Safety
- Diversity and Equity
- Respect
- Responsiveness, Flexibility and Innovation
- Knowledge and Accountability
- Community responsibility

KEY WORKING RELATIONSHIPS

- Program Manager
- All WSSSA staff
- External stakeholders/ suppliers



KEY RESULT AREAS
<ul style="list-style-type: none">• Coordinate unit setups, intakes and property related administration;• Provide administrative support for the CAPS site as required;• Coordinate property repairs and maintenance and oversee Contractor maintenance activities;• Purchase supplies and equipment for office and accommodation facilities;• Maintain all records and systems relating to accommodation facilities; and• Maintain required records and receipts for purchasing.
PERSON SPECIFICATION
Essential Qualifications
<ul style="list-style-type: none">• Qualification in Administration, Property or related and/ or experience commensurate with the position.
Competencies and Experience
<ul style="list-style-type: none">• Experience in property administration and coordination, including setups and intakes;• Experience in the maintenance and upkeep of client records and related databases;• Sound administration skills, including competency in the use of the full MS suite of products;• Strong written communication and interpersonal skills;• Ability to maintain a high degree of confidentiality, integrity and honesty;• Open and flexible working style and the ability to work autonomously in a fast-paced environment with changing workloads and deadlines;• Experience in social housing/community housing sectors is highly desirable;• 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.
SPECIAL CONDITIONS
<ul style="list-style-type: none">• Current full Driver's License and able to drive;• The incumbent is required to satisfactorily complete a Department Human Services Child Related Screening and National Police Check;• Must be prepared to travel between Northern & Southern CAP programs to provide property support.
GENERAL DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none">• Promote and implement high quality services to clients of WSSSA in alignment with WSSSA Practice Model, Service Delivery policies and procedures, WSSSA values and WSSSA Code of Conduct.• Faithfully and diligently, perform the duties consistent with this position as may be varied from time to time by the organisation.



- Comply with all laws applicable to the performance of this position and not to enter into any arrangements or understandings that conflict with your duties as a team member of the organisation.
- Ensure the health and safety of yourself and others by complying with WSSSA's Work, Health & Safety policies, procedures and guidelines.

Duty as a Public Officer

- As a Public Officer, as per the Independent Commissioner against Corruption (ICAC) definition, you have a mandatory reporting obligation to report to the Office for Public Integrity (OPI), any conduct that you reasonably suspect raises and issue of corruption, or serious or systematic misconduct or maladministration in public administration. As a Public Officer your own conduct could be subject of a report to the OPI and as a result you could be investigated for corruption.

Prepared by Name: Rachel Lucas Role Title: People & Culture Manager	Date: 18/09/2020
Approved by Name: Role Title:	Date: