

Team Leader – Tweed Heads

- **Progressive and expanding Housing Company**
- **Excellent lifestyle location . . . NSW Far North Coast – Tweed Heads**
- **Part time – 3 days per week**

North Coast Community Housing Company is the premier provider of Social and Affordable housing in the NSW Northern Rivers area. Operating from a head office in Lismore and with branches in Tweed Heads and Grafton, the team of 20 personnel manages over 830 tenancies under a variety of housing programs.

This is a hands-on Team Leader position, based in Tweed Heads, which involves monitoring the work of the local housing team and liaising with and assisting the Housing Services Manager in ensuring there are effective responses to policy, procedural and system needs. The position ensures that important relationships with community agencies and other key stakeholders are built and maintained, including participating in the regular review of all supported housing arrangements between the Company and local agencies.

The Team Leader Tweed Heads is also responsible for direct tenancy management services for an allocated portfolio of rental properties.

Key Position Requirements:

- Previous experience within the housing/community services or tenancy management/real estate sector
- Certificate IV in Social Housing (or the commitment and ability to complete the course within 2 years of employment commencement)
- Proven expertise in coaching and mentoring staff in a team learning environment
- Knowledge of relevant statutes/legislation, current/emerging trends and requirements applicable to the operation of Social & Affordable Housing services and/or residential tenancy landlords
- Understanding of housing issues and empathy for clients with high and/or special needs
- High degree of drive, initiative, motivation and outcome orientation, with the capacity to deal with multiple and often conflicting priorities
- Effective written and verbal communication skills with the ability to build and maintain effective internal/external relationships and to share specialist knowledge and technical skills within in a team environment
- Well developed computer skills, including proficiency with MS Office Programs particularly Word, Excel and PowerPoint
- Unrestricted NSW driver's licence

Desirable Position Requirements:

- Completion of Tertiary studies in the social sciences/humanities/property management field
- An awareness of Housing NSW products and services
- Demonstrated working knowledge of TMS

This position requires mandatory national police and bankruptcy checks to be conducted.

All enquiries are to be directed to Gary White:

NORTH COAST RECRUITMENT

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To apply visit Current Positions at www.ncr.net.au