



Position Description

Position Title:	Housing Support Officer, Brigidine Asylum Seekers Project
Reports to:	Co-Coordination, Brigidine Asylum Seekers Project
Conditions:	20 hours per week Remuneration package will be negotiated commensurate with experience.
Current as at:	April 2025
Location:	Brigidine Ministry Centre, 54 Beaconsfield Parade, Albert Park VIC 3206 is the base, as well as visiting BASP houses across Melbourne.

OVERVIEW

To work within a small team to support the work of BASP, primarily in its housing program, extending BASP's compassionate and constructive responses to asylum seekers. The housing program provides accommodation to individuals and families, often without income, preventing homelessness and destitution.

The role assumes the person appointed has

- a. A world view that honours and respects human dignity and Socio-Cultural diversity and furthers BASP's four core aims: Hospitality, Advocacy, Networking and Education.
- b. An authentic engagement with asylum seekers, co-workers and other organisations.
- c. A respect for the mission, identity and values of Kildare Ministries and BASP.

MAJOR RESPONSIBILITIES OF THE POSITION

1. Work within an established system of monitoring the housing provided by BASP. involving routine checks and follow up of safety requirements and maintenance issues.
2. Facilitate residents moving into the properties, equipping and stocking each property as needed.
3. Assist residents understand the expectations and responsibilities of living in BASP housing, including rental payments when indicated, and work to resolve issues, conflicts and concerns if and as they arise.
4. Helping residents where possible to take steps to become independent members of the community and to move on from BASP housing to private rental or other options
5. Assist residents become familiar with community services and connections in their area.

6. Monitor the refugee status of the residents ensuring that they have appropriate legal support.
7. More broadly, to contribute to BASP's ongoing development and sustainability with direction from the coordinators through:
 - a) developing relationships which enhance their ability to assist the housing needs of people seeking asylum
 - b) assisting in managing the administrative, documentation and reporting requirements of the work of BASP particularly re accommodation.
 - c) identifying measures for improvement in procedures and ways of addressing these.

SKILLS:

The skills needed include

- a. confidence and enthusiasm about the work of BASP and its strategic intentions.
- b. compassion, objectivity and clarity when handling difficult situations and sensitive information.
- c. a tenacious and resourceful capacity for hard work.
- d. a capacity to persevere in complex and stressful situations.
- e. be risk aware but not risk averse.
- f. capacity to relate to people of all backgrounds.
- g. ability to locate key sources of reliable information.
- h. capacity to use Technologies (ICTs): Microsoft system, database management, online and mobile applications.
- i. ability to integrate habits and practices of ongoing review and evaluation to ensure continuous project improvement and development.

Background & Qualifications

- Experience in working with people seeking asylum is desirable
- Experience and practical understanding of housing and employment needs of vulnerable people is also desirable

Other Requirements

- Current Australian Driver's Licence and car
- Clear criminal Record Check
- Valid Working with Children Check
- Flexibility to vary working hours to fulfil requirements of position if needed

Salary: This is a 20 hour pw position, the funding for which concludes on June 30, 2027. The SCHADS award applies, the level dependent on experience.

A review after 6 months to determine if the appointment should continue.