



ABORIGINAL HOUSING VICTORIA

POSITION DESCRIPTION

Life Coach

(12-month Maximum Term Contract)

OVERVIEW

PROGRAM:	Wellbeing Programs
POSITION REPORTS TO:	Wellbeing Programs Team Leader
DATE PREPARED:	21 October 2020

ORGANISATION CONTEXT:

Vision

Aboriginal Housing Victoria (AHV) is an Aboriginal community organisation responsible for managing more than 1,500 rental properties for Aboriginal and/ or Torres Strait Islander people living in Victoria. Our vision is to ensure that Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

In addition to being the largest Aboriginal Registered Housing Agency in Australia, AHV is the lead agency for Victoria's Aboriginal housing and homelessness policy, **Mana-na worn-tyeen maar-takoort**. As the housing policy lead in the Aboriginal community, AHV has responsibility to work in partnership with the Government to secure the resources and reforms to implement the policy, while we support sector development to empower Victoria's Aboriginal community to determine its chosen housing future.

AHV's housing services are targeted to those most in need of support. Through the provision of secure housing by an Aboriginal landlord, AHV helps strengthen and maintain Aboriginal communities and cultural ties.

Values

Aboriginal cultural values underpin AHV's values. Our values provide an ethical framework within which all decisions are made and our services are delivered. Our values guide how we relate to our clients, each other and to the Aboriginal and non-Aboriginal community.

Respect and support for Aboriginal identity and culture and for our tenants and stakeholders

Striving for excellence through leadership in Aboriginal housing and best practice service delivery

Integrity, trust and honesty in all our business activities

Collaborative relationships with our community, tenants, government and stakeholders

Kindness, compassion courtesy and dignity in our relationships with our clients, our stakeholders and with each other.

PROGRAM INFORMATION:

AHV's Wellbeing Programs aim to:

- better understand the needs, characteristics and aspirations of Aboriginal people in social housing; and

- strengthen the link between tenancy management and service delivery; and
- actively assist households to improve life outcomes, and achieve their aspirations.

The aims of the programs are directly relevant to AHV's Vision:

That Aboriginal Victorians secure appropriate, affordable housing as a pathway to better lives and stronger communities.

The project features a household or family lens for coordinating services, which is more consistent with Aboriginal cultural values and practices and provides an opportunity in a different setting for targeting promotional and prevention activities, along with the provision of guidance and coaching.

Key features of the projects include:

- a tenant/household survey and statistical and demographic research;
- Life coaching for household members to assist them to build self-efficacy; and
- delivery of community activities with a focus on health and wellbeing, including engagement and effective mobilisation of health resources (Aboriginal and mainstream).

PURPOSE OF THE POSITION:

The Life Coach will work to actively engage AHV's households in the project.

The Life Coach is responsible for:

- working with tenants and households to identify their aspirations, increase social connectedness and strengthen individual and household capacity to participate in positive opportunities;
- facilitating the development of a person-centred plan;
- ensuring a holistic household/family-centred approach to the coordination of a range of coaching and other appropriate services, to support tenants and household members to work towards the achievement of their aspirations; and
- actively monitoring and supporting the progress of tenants and household members in working towards their aspirations, including reviewing aspirational plans and facilitating engagement and re-engagement with service providers, coaches and mentors as appropriate.

Working within a strengths-based framework, the Life Coach will ensure service delivery is aligned with Aboriginal cultural values and knowledge, and enhances participants' health and well-being outcomes.

The Life Coach will contribute to the design and development of aspirations and goals and to work closely with other members of the Wellbeing Programs and Operations teams, along with a diverse range of staff from stakeholder agencies.

KEY RESPONSIBILITIES

- Engage households in opportunities for identifying their social, professional and cultural aspirations and personal development goals.
- Mentor and assist household members with referrals to other relevant services where required, and monitor and review service/coaching needs as appropriate.
- Assist and support those seeking employment to link in with appropriate support with work preparation including resume writing, cover letters and job search skills and interview coaching.
- Work collaboratively and develop partnerships with community organisations and enterprises to provide pathways for household members to access volunteering opportunities, gain employment, develop new skills and provide workplaces with an opportunity to enhance cultural diversity and cultural safety.

QUALIFICATIONS AND LICENSES

- Current Victorian driver's licence.
- A relevant qualification in community development, health/wellbeing, training or life coaching is desirable but not mandatory.

KEY SELECTION CRITERIA

Competencies and experience

- Awareness and appreciation of Aboriginal societies and cultures and an understanding of the issues affecting Aboriginal people in contemporary Australia and the diversity of circumstances of Aboriginal people.
- Knowledge and experience of working with individuals and families in needs assessment and personal development planning.
- Ability to engage, support and motivate individuals, groups and service providers.
- Demonstrated ability to work collaboratively with colleagues, government and community organisations, to effectively coordinate coaching and other support activities that promote the achievement of positive outcomes for clients.
- Experience in community engagement practices.
- Excellent communication skills, both written and verbal.

Personal qualities

- Extensive life experience and empathy for others' experiences;
- Establishes and encourages positive relationships;
- Aspirational belief in the capacity of each person to achieve;
- Collaborative and coordinated approach to finding solutions to challenges;
- Utilises leadership qualities to inspire and influence positive change.

EMPLOYMENT CONDITIONS

- Terms and conditions of employment are as per the Contract of Employment
- AHV is an equal opportunity workplace
- AHV promotes a smoke free workplace
- A current National Police records check and relevant valid state Working with Children Check are required
- Attend mandatory and other training as required.

AHV is seeking to appoint an Aboriginal person to this position.