

HOUSING OFFICER

76 HOURS PER FORTNIGHT 5 DAYS PER WEEK 9am-5pm

We are currently seeking an energetic, positive and committed worker who shares the Summit Community Services Inc values of:

- Person centredness
- Working together
- Reliability and responsiveness
- Professionalism and integrity
- Quality

The Housing Officer is responsible for delivering tenancy and property management functions for a variety of social housing options for low to moderate income earning households and disadvantaged people; and providing information and referral services are provided to applicants and tenants to ensure that they are supported to access adequate and affordable housing.

Summit Community Services Inc

Summit Community Services Inc is a leading provider of accredited Disability and Community Housing services in the Narrabri Local Government Area. We have been providing services since 1983 and are governed by a Management Board of 7 Volunteer Management Board Members each with their own valuable skill set and expertise.

The Position

You will be taking on the role of Housing Officer, working in the Summit Housing Team and reporting to the Manager – Housing (Programs).

Key Duties include:

- Establish, maintain and finalise tenancies as per the Residential Tenancies Act 2010.
- Provide support to tenants to maintain successful tenancies including:
 - Property inspections.
 - Monitoring and managing arrears.
 - Referral to support services when additional support requirements are identified, which may include referrals to support services, education and job network providers.
- Work directly with tenants and their advocates to provide advice and assistance on housing options based on assessment of eligibility and tenant need and in keeping with relevant legislation, policies and procedures.
- Represent Summit Community Services Inc at the NSW Civil and Administrative Tribunal.

Pay and Benefits

- Social and Community, Home Care and Disability Services Industry Award 2010 plus 12% superannuation. Not for profit salary packaging is available.

Enquiries and Applications

- Summit Community Services Inc is an equal opportunity and all persons meeting the essential qualifications and experience are encouraged to apply. If you have any questions or would like to discuss this role further, please contact **Maribel Ross, Manager – Housing (Programs) on (02) 6792 1478** for a confidential discussion.
 - Applicants must address the selection criteria and provide a current resume.
 - Contact Summit Community Services Inc on 6792 1478 or admin@summitcsi.com.au for a position information pack and details on how to submit your application.
- Applications close on Monday 28th September, 2026 at 4.30pm.**