

<b>Position title:</b>	Housing Inspection Volunteer – Arabic speaking only	<b>Availability:</b>	Minimum 4 hours per week
<b>Report to:</b>	Housing Services Team Leader	<b>Location:</b>	Various locations across west and south west Sydney. High density locations include: Fairfield, Liverpool, Auburn and Blacktown

## About Settlement Services International (SSI)

Settlement Services International is a leading not-for-profit organisation providing a range of services in the areas of humanitarian settlement, accommodation, asylum seeker assistance, foster care and disability support in NSW.

Our vision is to achieve a society that values the diversity of its people and actively provides support to ensure meaningful social and economic participation and to assist individuals and families reach their potential.

### At SSI, we value:

- Social justice - Equity and access for all
- Diversity - Respecting diversity and being non-discriminatory
- Compassion - Caring, empathy and respect for the dignity of others
- Respect - Co-operation and mutual respect

### In delivering our services, we value:

- Quality - Dynamic, flexible and responsive service
- Ethics - Professional practices and accountability
- Innovation - Commitment to partnerships and excellence

## Purpose:

To assist refugees and people seeking asylum who are supported by SSI to search for long-term accommodation, with a focus on supporting clients to attend rental inspections.

## Specific duties and responsibilities:

*Can include one or more of the following:*

- Provide language support to clients when dealing with real estate agencies.
- Assist clients to explore real estate internet websites and search for long term accommodation in suburbs where clients would like to live.
- Accompany clients to weekend housing inspections. Some inspections may also be required on weekdays.
- Support clients to familiarise themselves with their local community.
- Remain committed to and uphold the values of SSI.
- Maintain regular contact with Housing Services Team Leaders and/or assigned Housing Officers and report on activities as required.
- Assist with other duties as needed that provide support to clients and are consistent with SSI's values and policies.

## Skills, Knowledge & Experience:

<b>Mandatory Documents:</b>	<p>Working with Children Check <input checked="" type="checkbox"/> Police Clearance <input checked="" type="checkbox"/>  <i>(These checks will be conducted by SSI)</i></p> <p><i>In addition, for volunteers using own cars:</i></p> <p>Drivers Licence <input checked="" type="checkbox"/> Comprehensive Car Insurance <input checked="" type="checkbox"/> Car registration <input checked="" type="checkbox"/></p> <p>* Please note Housing Services Volunteers will frequently be asked to use their car to fulfil duties, which may include transporting clients. Volunteers must have comprehensive car insurance if transporting clients and a minimum of compulsory third party insurance when using a personal car to travel between worksites/ appointments.</p>
<b>Essential Experience:</b>	<ul style="list-style-type: none"> <li>• Knowledge of Western Sydney.</li> <li>• Beginner/ intermediate proficiency in Microsoft Office.</li> </ul>
<b>Desirable Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience with people from culturally and linguistically diverse (CALD) backgrounds.</li> <li>• Basic knowledge of the NSW Residential Tenancy Act, Residential Tenancy Agreements, and renting in NSW</li> </ul>
<b>Skills, knowledge and specialist expertise:</b>	Proficiency in a relevant community language : Arabic

## Benefits:

**Reimbursement:** Volunteers will be reimbursed for all public transport costs incurred while volunteering. Volunteers will also be reimbursed for mileage while using own vehicle to travel to the volunteer work and between work appointments/ sites.

**Training:** Volunteer induction and ongoing housing trainings are provided free of cost.

**Mailing List:** Volunteers will be included on SSI's internal mailing list where they will be kept up to date with volunteer opportunities, news about the achievements and contribution made by volunteers, job opportunities, and events that are occurring within and outside of SSI.

**Volunteer Recognition:** Volunteers at SSI are appreciated and recognised through annual events each year.

## Authorisation:

Volunteer Name \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Volunteer Program Signature \_\_\_\_\_ Date \_\_\_\_\_