**Job Description – XYZ Community Housing Co-operative Inc.**

**Rent Coordinator**

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| **Reports to** | * Treasurer * each General meeting |
| **Key links to Co-op’s Rules, By-laws or Policies** | * Rent Arrears By-Law and Policies * Tenancy Policies and Procedures Membership Policies and Procedures |
| **Key responsibilities** | * All matters related to payment of Rent * Rent matters related to Residential Tenancy Tribunal (in conjunction with the Tenancy Officer) * Liaison with Tenancy Officer * Maintenance of rent records |
| **Key tasks** | * Comply with the South Australian Co-operative and Community Housing Act and Housing SA, Community Partnerships Policies * Comply with the South Australian Co-operative and Community Housing Act and the *XYZ CO-op Inc.’s* Rules, By-Laws, Policies and Procedures * Comply with the Residential Tenancies Act and the requirements of the Residential Tenancies Tribunal * Stay up-to-date with changes to Housing SA, Community Partnerships Rent Policy and requirements (eg Rent Calculation software) * Calculate rent for new tenants * Advise new tenants of rent payment procedures * Monitor rent payments and provide Rent Summary to Treasurer * Negotiate payment of rent arrears etc in line with the Co-operatives Rent Arrears Bylaw/Policy * Maintain records of rent payment for each tenant * Conduct rent reviews every six months * Advise tenants of changes to rent * Liaise with the Tenancy Officer in relation to rent matters, including rent arrears * Provide information, advice or support as required to the Tenancy Officer on rent matters related to the Residential Tenancy Tribunal * Recommend changes to the Management Committee to the Co-op’s Rules, By-laws, Policies or procedures relating to rent matters * Make recommendations to the Tenancy Sub-Committee about the content of the Tenant’s Manual for new tenants * Prepare a written report to each Management Committee Meeting * Maintain appropriate records and store as directed by Secretary |
| **Key dates** | * Due dates for rent * Management Committee meetings * Annual Report |
| **Hours required** |  |
| **Knowledge & skills required** | * Knowledge of the Funding Agreement * Understanding of Housing SA, Community Partnerships’ Rent Policy * Understanding of Housing SA, Community Partnerships’ Rent Management Manual * Use of the Rent Calculation programs * Understanding of the Co-operative’s Rent By-Laws/Policies and procedures * Knowledge of rent Residential Tenancies Act forms and processes * Basic administration skills |
| **Training requirements** |  |
| **Other requirements** | * Ready access to the Housing SA, Community Partnerships and Consumer and Business Services’ websites * Ready access to the Housing SA, Community Partnerships e-Bulletin |
| **Delegated authorities** | * Authority to negotiate payment of rent arrears |
| **Other** |  |

Approved by the Management Committee on *XX/XX/XX.*