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

**Rent Coordinator**

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| **Reports to** | * Treasurer
* each General meeting
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| **Key links to Co-op’s Rules, By-laws or Policies** | * Rent Arrears By-Law and Policies
* Tenancy Policies and ProceduresMembership Policies and Procedures
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| **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
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| **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
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| **Key dates** | * Due dates for rent
* Management Committee meetings
* Annual Report
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| **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
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| **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
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| **Delegated authorities** | * Authority to negotiate payment of rent arrears
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| **Other** |  |

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