

Homes for Health Program Coordinator

Role description and program background · June 2026

About Housing Matters Action Group

Housing Matters Action Group (HMAG) is a grassroots, community-led housing organisation based in Bellingen Shire on the New South Wales Mid North Coast. We work on practical and systemic responses to the regional housing crisis — affordable, secure, accessible and environmentally responsible housing for local people. Our programs span housing research and needs mapping, advocacy, housing brokerage and support services, and the incubation of new housing models. We are a small incorporated not-for-profit governed by a volunteer Management Committee, and we work in close partnership with our community, local government, health services and funders.

About the Homes for Health program

Homes for Health matches local homeowners who have a spare room or secondary dwelling with healthcare workers and students who need affordable accommodation while working or training in Bellingen Shire. Housing is one of the biggest barriers to attracting and keeping a rural health workforce: placements fall through, recruits decline positions, and students cannot take up training opportunities because there is nowhere affordable to live. Homes for Health turns the community's spare capacity into a practical answer.

The program is funded directly by HMAG as one of our flagship projects, as well as through several grants, including Bellingen Shire Council's Community Support Fund and the Australian College of Rural and Remote Medicine (ACRRM). It is a named priority in HMAG's ten-year strategy, with expansion planned over the coming three years.

The program is small but proven. To date Homes for Health has supported four host households, maintained five active placements, and secured three new health worker placements between February and April 2026. We work with established referral partners including the Bellinger River District Hospital, local general practices and accredited training posts, the University of New England, Southern Cross University, The Welcome Experience, and Regional Development Australia Mid North Coast. Stable accommodation supports longer placements, lower turnover, and a stronger pipeline of health professionals for our community.

The role

The Program Coordinator is the engine of Homes for Health: the person our HfH hosts, healthcare workers and students know and trust. You will run the day-to-day coordination of the program — welcoming and supporting hosts, matching healthcare workers and students with the right accommodation, and keeping our records and systems in good order — and you will help shape the program's next stage as it grows, deepening relationships with the local health sector and contributing to our learning and reporting. **The position is currently vacant and HMAG is seeking to fill it as a matter of priority.**

The next stage — a relational approach.

Homes for Health's next stage is deliberately relational. Small, steady amounts of outreach to local healthcare providers — the hospital, general practices, accredited training posts and allied health services — will make sure the people who recruit and place health workers know the program exists and how to reach us. Each conversation strengthens our local network, builds trust ahead of need,

and extends the program's reach so that when a placement is at risk for want of housing, Homes for Health is already a known and trusted part of the answer.

Alongside this, we will run targeted promotion to attract new hosts in the space we know is most in demand: self-contained, affordable accommodation suited to students and longer-term health workers. Rather than general recruitment, this is about strategically growing the host register where demand consistently outstrips supply — homeowners with granny flats, studios and secondary dwellings who may not yet realise how valuable their space could be to the Shire's health workforce.

Engagement	Independent contractor to Housing Matters Action Group Inc.
Hours	1 to 1.5 days per week, worked flexibly by agreement
Term	Through to 30 March 2027, with an initial three-month trial period
Location	Bellingen Shire — home-based with local travel for host visits and partner meetings
Reports to	HMAG Coordinator
Remuneration	\$60 per hour

Key responsibilities

- **Host support and retention** — regular phone and email check-ins with current hosts, outreach after each hosting arrangement ends, and keeping our register of vetted hosts (availability, property type, any constraints) up to date.
- **Intake and matching** — a consistent, warm intake process for healthcare workers and students — capturing each person's profile and needs, and coordinating well-matched placements with suitable hosts. This is low volume, with an average of one to two placements per month.
- **Placement support** — light-touch support through onboarding and settling in, check-ins during longer arrangements, follow-up after every placement, and documenting placement experiences so the program keeps learning.
- **Data and systems** — maintaining the placement tracker and host database in Monday.com, keeping a simple placement metrics dashboard current.
- **Health sector relationships** — supporting HMAG's relationships with the hospital, general practices, accredited training posts and universities, and helping maintain the referral pathways that bring people to the program.
- **Learning and reporting** — running short satisfaction pulses with hosts and healthcare workers, and contributing to program reporting for our funders and to continuous improvement of how the program runs.

About you

You don't need a housing or health background — you need to be organised, warm and reliable. We are looking for someone with:

- strong people skills — equally at ease over a cuppa with a retired homeowner and on the phone with a junior doctor or nursing student
- the ability to work independently and keep several small moving parts on track without close supervision
- confidence with everyday digital tools — we use Monday.com for tracking (training provided), plus email, spreadsheets and simple surveys
- sound judgement, discretion and respect for confidentiality — you will be trusted with people's homes and personal circumstances

- a connection to Bellingen Shire and its communities, or strong local knowledge
- available to start working from date of engagement

Experience in community programs, volunteer coordination, tenancy or accommodation services, or the health sector would be welcome. A current driver's licence and access to a vehicle are needed for local travel.

How to express interest

Please send a short note about yourself and why this role appeals to you, along with a CV or summary of relevant experience, to Rose West, HMAG Coordinator, at rose@housingmatters.org.au. We will be in touch with shortlisted candidates for an informal conversation. Questions before applying are very welcome — just email.