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| In-reach checklist for case workers |
| Housing First for Young People Leaving Care |
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# Introduction

The Housing First in-reach period establishes rapport and builds a relationship between the Housing First Case Worker and the young person.

Housing First Case Workers should use the checklist below to work through the minimum in-reach activities.  
Further guidance regarding the in-reach period can be found in section 4.1 of the Housing First Operations Manual.

# In-reach commencement

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|  | Liaise with the care team to identify goals on the 15+ Care and Transition Plan that they will undertake. |
|  | Liaise with the care team to identify goals supporting the Aboriginal young person’s connection to culture and community on the Cultural Support Plan that they will undertake. |
|  | Set up a regular schedule for in-reach activities. |
|  | Complete the WOMBAT Early Life Skills Assessment tool (or similar tool) with the young person. |

# When a property has been identified

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|  | Accompany the young person (and other significant people) to view the identified property. | |
|  | **Housing First Rental Agreement Information for Young People** is provided to the young person. | |
|  | Assist the young person in understanding the rental agreement and program requirements. |
|  | Support the young person to complete and sign the **Participant Housing Allocation Consent Form** and **Rental Agreement.** |
|  | Accompany the young person (and other significant people) to the tenancy sign-up appointment with the Accommodation Manager. | |
|  | Assist the young person to set up weekly rental payment arrangements. | |

# Before moving into the property

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|  | Support the young person to have utilities connected to the property in the young person’s name. |
|  | Assist the young person to purchase personal household goods and furnishings, such as linen, bedroom and other soft furnishings. [*The property will be partially furnished, please see Appendix for complete list of provided furnishings.*](#_Household_furnishings) |
|  | Discuss with young person how they made like to use their Housing First brokerage to strengthen connection to culture and community once they leave care (applicable to Aboriginal young people only). |

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Available at [providers.dffh.vic.gov.au/housing-first](https://dhhsvicgovau.sharepoint.com/sites/ChildProtectionCarePolicy638-GRP/Shared%20Documents/Transitions%20From%20Care/Housing%20First/a%20Workstream%202%20-%20Model%20Design/providers.dffh.vic.gov.au/housing-first) providers.dffh.vic.gov.au/housing-first.

# Appendix

## Household furnishings

Each Housing First property will have the following items provided:

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|  | **Item** |
| Electrical items | Refrigerator (at least 450 litres) |
| Washing machine |
| Microwave |
| Toaster |
| Kettle |
| Vacuum cleaner (bagless) |
| Kitchen and dining | Crockery |
| Cups and Glasses |
| Cutlery |
| Cookware (pots and pans) |
| Mixing bowls |
| Utensils/knives/chopping boards/tea towels |
| Kitchen/dining table and chairs  2 – 4 chairs (depending on the size of the unit) |
| Lockable cupboard (one for each bedroom)[[1]](#footnote-2). |
| Lounge and dining | Lounge (corner lounge, or 2 x 2 seaters) |
| Coffee table |
| Misc | Clothes horse + pegs |
| Dustpan/brush, broom, mop/bucket |

1. This item is only to be purchased when there is more than one tenancy/renter. Each renter is required to have their own lockable cupboard. Existing kitchen built in cabinets must not have locks installed. [↑](#footnote-ref-2)