

## Volunteer Position Description

<b>POSITION TITLE</b>	Lead Tenant
<b>DIRECTORATE/SERVICE/PROGRAM</b>	Client Services Youth Services
<b>REPORTS TO</b>	Project Lead – Housing Pathways Program

### ORGANISATIONAL OVERVIEW

Barwon Child Youth & Family's (BCYF) vision is for *'a community where people are safe, connected and empowered to live well.'*

BCYF is an independent, not-for-profit community service organisation that provides, delivers and develops services, where the need exists, that advance the rights and well-being of children, young people and their families.

BCYF has a breadth of services ranging from prevention and early intervention, to complex care, which are delivered via a significant client services platform. BCYF is also the parent company of its subsidiary 'BAYSA', a registered housing provider of a range of accommodation and community support programs.

Governed by a Board of Directors and supported by an experienced leadership team, BCYF employs more than 300 staff and is committed to achieving its strategic priorities of service excellence, social impact and organisational sustainability. BCYF is committed to providing a safe and friendly environment for children and young people.

BCYF is an equal opportunity employer and encourage individuals of diverse backgrounds including but not limited to those from Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse communities or applicants with a lived experience of disability to apply. Reasonable adjustments will be made for people with disabilities where operationally viable.

### PROGRAM OVERVIEW

The BCYF Lead Tenant Program provides an accommodation option for young people aged 16 to 21 who need an opportunity to stabilise their housing situation.

The Program is designed to assist young people who are homeless or who otherwise cannot stay with family or friends, in a way that provides support, role modelling and encouragement.

The Lead Tenant Program provides medium term, semi-supported accommodation and is designed to provide household routine and structure while at the same time, giving residents the freedom to participate in life interests such as education, employment and social activities.

### POSITION PURPOSE

Under the direction of the Project Lead – Housing Pathways Program and Barwon Child Youth & Family, your role is as follows:

1. To be a role model for the residents.
2. To carry out Lead Tenant responsibilities including; organising household tasks through the development of a roster system for items including cleaning of shared areas, shopping, cooking, dishwashing, putting out the rubbish, vacuuming, gardening and simple home maintenance.
3. To liaise with the Project Lead on any significant or notable inter-resident disputes and, to report on matters such as: property damage, infringements of house rules, resident risk-taking behaviours or police involvement concerning the house
4. To notice and attend to the concerns and interests of residents in a supportive but non-enforcing manner.
5. To establish and maintain appropriate boundaries and rapport with young people who may have challenging behaviours and or experienced trauma.
6. To conduct and participate in weekly house meetings.
7. To participate in regular supervision and training opportunities
8. To display an attitude which is encouraging, non-judgemental, open-minded and confident.

9. To maintain good communication with the Project Lead.
10. To hold a good rapport with neighbours and others associated with the household.
11. To display an ability to prepare meals for oneself as well as prepare meals to be shared with others in the household.
12. To act as a sounding-board for ideas, concerns and choices, treating this information with respect and confidentiality.

## ORGANISATIONAL VALUES & BEHAVIOURS

Our Values	Expected Behaviours
<b>INTEGRITY</b> <i>I am respectful, accountable and professional</i>	<ul style="list-style-type: none"> <li>• I treat others with respect.</li> <li>• I demonstrate resilience and contribute to a positive workplace culture.</li> <li>• I reflect on my actions and practices and respond to constructive feedback.</li> <li>• I ensure that the organisational values and behaviours are reflected in my work.</li> <li>• I build strong professional relationships with colleagues, clients and partners</li> </ul>
<b>COMMITMENT</b> <i>I am dedicated to achieving positive outcomes</i>	<ul style="list-style-type: none"> <li>• I seek continuous improvement and solution based practises and outcomes.</li> <li>• I accept the accountabilities associated with my role and performance.</li> <li>• I embrace new ideas, methods and systems.</li> <li>• I take pride in my work and contribute to positive change.</li> <li>• I adapt when required and am flexible to changes in my role.</li> </ul>
<b>INCLUSION</b> <i>I involve colleagues, clients and partners in my work</i>	<ul style="list-style-type: none"> <li>• I engage and listen to clients and their families in planning and decision making.</li> <li>• I embrace opportunities to participate in organisational development.</li> <li>• I collaborate positively within my team and across the organisation.</li> <li>• I share my knowledge, achievements and learnings both internally and externally.</li> <li>• I recognise the strength that diversity brings to our workforce and community.</li> </ul>

## OHS RESPONSIBILITIES

The Board of Directors and Executive Management Team recognise the moral and legal responsibilities in providing a working environment for its employees, volunteers, contractors, visitors, the general public and those whom we serve (our clients), that is safe and healthy.

BCYF promotes a safety culture throughout the organisation that ensures that every employee actively participates in the health and wellbeing of themselves and their co-workers. All employees are expected to embrace this culture in line with the values of the organisation. All staff are expected to be aware of and participate in their duty of care in the workplace as outlined in induction and organisational policies.

## POSITION DESCRIPTION ACKNOWLEDGEMENT

I have read, understood and agree to comply with the above position description.

<b>Employee Signature:</b>		<b>Date:</b>	
----------------------------	--	--------------	--