

POSITION DESCRIPTION – LEAD TENANT - LIVE IN MENTOR

POSITION TITLE:	Lead Tenant - Live in Mentor (Voluntary role)
DEPARTMENT:	Inside Out Program
DATE APPROVED:	15 October 2019
APPROVED BY:	General Manager Service Delivery

Mission: Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

Vision: An Australia where young people and children have HOPE for a successful and positive life.

Values: Faith ♦ Integrity ♦ Respect ♦ Belonging

Concern Australia is a grassroots welfare organization that emerged out of the work of Rev Dr John Smith who also nurtured the growth of the God’s Squad Christian Motorcycle Club in the 1970s. Today we work with young people and children aged 5 – 25 years, creating opportunities for them to live, learn and earn better and create the space for them to live life to the full.

Our work focusses on the innovation, development and delivery of responses in the areas of Education; Housing & Homelessness; and Justice. Each year we connect 30,000 vulnerable young people across Australia through the following activities:

Living, Learning and Earning

- Values for Life – seminars and workshops within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- Hand Brake Turn – prevocational automotive training to 80 young people per year across 2 locations.
- fiXit automotive – a social enterprise born out of Hand Brake Turn that offers detailing, servicing and repair of vehicles while providing employment to young people.
- Jobs Victoria Advocates aim to assist Victorians to prepare for and secure employment through the provision of valuable information, referral and connection to available resources and supports.

Housing & Homelessness

- Inside Out – the provision of Out-of-Home-Care in partnership with the Victorian Government’s Department of Health and Human Services through the Enhanced Lead Tenant Program offered to young people living in 17 properties across metropolitan Melbourne.
- STEPS Outreach Service – support to over 500 homeless young people from the steps of Flinders Street station.

Justice

- Chaplaincy and support services for young people at the Malmsbury Youth Justice Centre.

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ORGANISATIONAL RELATIONSHIP

REPORTS TO:	Live in Mentor Volunteer
SUPERVISES:	Program Manager
INTERNAL LIAISONS:	Concern Australia Executives, Program Managers, Staff & Volunteers
EXTERNAL LIAISONS:	Volunteers, clients & government

POSITION OBJECTIVES

- Assist staff in establishing a safe, secure and healthy living environment by being a positive role model to the young people within the Inside Out Program.
- Establish rapport with young people and provide informal personal support.
- To participate consistently and proactively in volunteer training programs as provided by the Inside Out Program.

KEY RESPONSIBILITY AND DUTIES

- Meet requirements of carers for young people in accordance with all Inside Out policies and procedures
- Coordinate household routines, encouraging young people to contribute responsibly and independently
- Proactively coordinate and assist the young people within home to shop for groceries on a weekly basis, using grocery cards as allocated
- In collaboration with the young people in your house, keep the house and yard clean, tidy and well-maintained
- Report house maintenance and repairs as required. Ensure that someone is present at the house while work is being carried out. In the event of major damage, contact the Volunteer Support Worker immediately
- Participate, understand and comply with Occupational Health and Safety Regulations
- Attend and proactively participate in mandatory all-in training sessions held four times a year, as well as other ongoing training programs on a regular basis to be “up skilled” in caring for young people
- Attend and participate in a face to face meeting with the Volunteer Support Worker for support. Guidance and feedback at a minimum of once a fortnight
- Proactively participate, coordinate and organize a ‘House Night’ once a week with the young people within your house
- Use the “After Hours phone service” as necessary
- Inform Volunteer Support Worker immediately (including after hours):
 - Of any change in your legal status while being a Live In Mentor
 - If the young person living in your assigned home is absent for an extended period of time
 - Of any illnesses, hospitalization, accident or critical incident involving the young person in the placement, and of any disclosure of abuse of any kind or threatening behaviours
- Inform staff of any significant developments concerning the young person(s)
- Establish and maintain appropriate boundaries with the young people in the program and their family/significant others
- Support and assist clients to access and participate in local community facilities and resources
- Contribute \$20 on a monthly basis to your own internet use within the home, which will be automatically deducted from your nominated bank account using a Direct Debit form

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QUALIFICATIONS, SKILLS AND EXPERIENCE

- Evidence of experience and passion in working with young people.
- Demonstrated commitment and personal desire to adhere to Inside Out Goals and to work in a team environment.
- Evidence and experience in working with young people from traumatized backgrounds.

SECURITY CHECKS, LICENCES AND OTHER INHERENT REQUIREMENTS

- Satisfactory National Police Check and International Police Check (International Police Check if applicable).
- Valid Working with Children Check or relevant Victorian Teaching Registration.

KEY SELECTION CRITERIA

Minimum role requirements are:

- Demonstrated commitment and personal desire to adhere to Concern Australia’s Mission, Vision, Values and Goals and to work in a team environment.
- An ability to live in a shared house setting.
- Willingness to interact with co-residents.
- Be eligible for a Working with Children Check.
- Undergo a National & International Police Check (International Police Check where applicable).
- Engaged in work or study.
- Willingness to actively participate and undertake Live-In Mentor training.

CHILD SAFETY COMMITMENT

Concern Australia is committed to providing child safe and protected environments in all its activities and programs and has a zero-tolerance approach to child abuse or exploitations. Contact and working with children are a critical responsibility. Children have the right to be safe and protected. All employees are required to have a valid Working with Children Check, National Police Check and International Police Check (International Police Check where applicable).

Supervisor Name: _____

Signed: _____ **Date:** _____

Employee Name: _____

Signed: _____ **Date:** _____