

# Position Description

<b>Position title</b>	Lead Tenant
<b>Program/Unit</b>	Lead Tenant
<b>Classification</b>	Volunteer
<b>Position reports to</b>	Lead Tenant Team Leader/ Lead Tenant Coordinator

## Organisational context

Established in 1997, MacKillop Family Services (MacKillop) strives to ensure all families are supported to provide children with a safe and permanent home, and the best possible start to their lives.

Continuing the child and family welfare programs of our three founding agencies – the Sisters of Mercy, the Sisters of St Joseph and the Christian Brothers – we provide early intervention programs to support the most vulnerable families, and provide education, disability support, home-based care and out of home care for vulnerable children and young people in Victoria, New South Wales and Western Australia.

MacKillop has almost 1,500 staff, operating out of more than 50 sites, and has forecast annual revenue for the 2021/22 financial year of over \$150 million.

Like our founders, we are deeply committed to our work, and are driven by social justice. We believe every child should be protected from abuse, neglect and exploitation, and are a child-safe organisation that is committed to protecting and advocating for the best interests of children and families across all our programs.

Our work is underpinned by our values, and by a deep understanding of the impact of trauma, informed by the Sanctuary Model. Sanctuary is a blueprint for organisational change, which supports organisations to provide a safe, non-violent environment for people affected by trauma. It also supports staff and carers to form communities that are safe and caring, and to maintain a culture that reflects these qualities at every level within the organisation. MacKillop is the only licensed provider of training in the Sanctuary Model in Australia.

MacKillop is deeply committed to promoting diversity. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, and education. We believe that the wide array of perspectives that results from such diversity makes us more creative, flexible, accessible and productive.

## Our purpose

MacKillop Family Services continues our founders' passionate commitment to social justice – to work for the rights of children, young people and families to be safe, to learn, feel nurtured and connected to culture. We provide high quality services to promote healing from trauma and loss, and to enable hopeful futures.

MacKillop Family Services will care compassionately, respond large-heartedly and advocate courageously.

## Our vision

Children, young people and families are welcomed and supported by MacKillop to be empowered and thrive.

## Our values

We commit to the following five foundational values which we continue to embed in the culture of our organisation and practice:

**JUSTICE.** We believe in the right of all people to experience respect and to have access to quality services irrespective of sex, race, ethnicity, culture, language, religion, marital status, disability, sexuality or age. We advocate for inclusiveness and social justice in the wider community and commit to these principles across our organisation and all services we provide. ***We believe in the right of all people to be treated justly and fairly.***

**HOPE.** We commit to creating positive and hopeful relationships where people find meaning in their experiences and relationships and are able to learn, explore their strengths and create possibilities for growth and change. ***We seek to foster hope that assists people to find meaning.***

**COLLABORATION.** In our work with individuals, families and other organisations and groups, we commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment. ***We commit to working in a collaborative spirit through cooperation, coordination, partnership and empowerment.***

**COMPASSION.** Compassion is an attitude of the heart, an expression of our shared humanity and a deep desire to alleviate another's suffering. We commit to creating an attitude of openness to others and to their circumstances. ***We seek to foster compassion, an attitude of the heart and a response to exclusion and suffering.***

**RESPECT.** We value ourselves and other people, the earth and all creation. We seek to listen and learn from each other and build relationships with respect, being proud of what we hold in common and with understanding and tolerance of our differences. ***We seek to act with respect with regard to each other, the earth and all creation.***

## Our Sanctuary Commitment

Our values are brought to life through our commitment to the Sanctuary Model. Sanctuary is an evidence-supported, whole-of-organisation framework that guides how we practice as an agency. Sanctuary enables a shared language, knowledge, and response to the impact of trauma and loss on all of us.

Our seven Sanctuary Commitments are as follows:

- Non-Violence - Mean what you say and don't be mean when you say it
- Emotional Intelligence - Look out for yours and other people's feelings
- Social Learning - We all learn from, and teach each other
- Democracy - Everyone is heard
- Open Communication - Be honest and share information
- Social Responsibility - We all help each other ... It takes a village to raise a child
- Growth and Change - Open to new ideas and ways of thinking

## Position purpose

The Lead Tenant Program supports vulnerable young people aged 15-18 who are in out-of-home care- most of whom have been living in foster care or residential care settings. The aim of the Lead Tenant Program is to provide a safe, stable, caring, trauma informed and supportive living environment in which young people can develop and practice independent living skills in a shared and supported environment, without the direct care of a residential or foster carer. Additionally, the program supports the young people in their transition to an independent living arrangement.

## Primary objectives

Lead Tenants are live-in mentors who work to create a safe, stable, caring and supportive living environment for young people. The Lead Tenant acts as a positive role model for the young people, leading by example and showing young people how to take responsibility for all elements of independent living such as cooking, budgeting and household maintenance and health routines . and more broadly in their personal conduct within the community.

It is the task of the Lead Tenant to provide practical assistance and guidance to young people in a non-threatening and supportive way, reinforcing pro-social behaviour and achievements through praise and encouragement. Lead Tenants also have a duty of care to the young people in the home, and responsibilities to liaise closely with case workers about any concerns that they have.

The Lead Tenant position is not a paid position. However, the opportunity to contribute to a young person's life and some financial incentives (i.e., free rent and utilities) can make the role of Lead Tenant appealing and rewarding.

It is important that prospective Lead Tenants be motivated by the desire to work with young people rather than, primarily, by access to subsidised housing. Lead tenants will be required to sign several documents that set out their roles and responsibilities including the way they conduct themselves and the agencies role and expected involvement. Whilst there are benefits to be a Lead Tenant all interested parties should ensure they understand and seriously consider the impact this role would have on their lives before proceeding. All Lead Tenant program will have monthly Supervision support with a MacKillop staff member to ensure their wellbeing and volunteer needs are met, as well as discuss training opportunities.

## Key result areas and responsibilities

The responsibilities of the Lead Tenant are:

- Be a positive role model in the home, leading by example in showing others how to take responsibility for household chores and routines and how to manage their day-to-day living needs.
- Be respectful and considerate of the young people residing in the home
- To participate in discussions, house meetings and training sessions
- To participate in a minimum monthly supervision with a member of the MacKillop Lead Tenant Team
- To liaise with MacKillop staff on a regular basis on issues affecting the young people or Lead Tenants
- To act in the best interests of the resident young people always
- To protect the confidentiality of the young people
- To ensure that the policies and procedures of MacKillop Family Services are adhered to

## Key Selection Criteria

Lead Tenants need to show the following skills:

- Be able to commit to developing an appropriate relationship with young people
- Have humour, patience, consistency and honesty
- Be able to resolve minor in-house disputes
- Ability to work as part of a team
- Effective communication and interpersonal skills.
- Basic house-keeping
- Have knowledge and understanding of Aboriginal culture and values and an awareness of the current issues faced by Aboriginal children, young people and their families

## Other information

The Lead Tenant is required to:

- Sign and actively abide by MacKillop's Lead Tenant Code of Conduct.
- Observe and fulfil health and safety responsibilities
- Attend mandatory and other training as required.
- Participate in and promote continuous quality improvement processes.
- Promote an environment that is strength based, culturally safe and respectful of diversity .
- Abide by principles and commitments of the Sanctuary Framework.
- Incorporate cultural safety into your practice with Aboriginal families.

The incumbent must possess a:

- Valid and current Victorian Driver's Licence.
- Valid and current Victorian Working with Children Card
- Satisfactory criminal history check conducted by MacKillop Family Services.
- Up to date full Vaccination against COVID-19 or have a valid exemption. .

## Approval

<b>Approver's full name:</b>		<b>Date:</b>	
<b>Approver's position title:</b>			
<b>Incumbent's full name:</b>			
<b>Incumbent's signature:</b>		<b>Date:</b>	



*MacKillop Family Services acknowledges Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the Traditional Owners and Custodians of the land on which we live, work and play. We pay our deep respects to Elders past and present and acknowledge all Aboriginal children, young people, families and staff who are a part of MacKillop Family Services.*