

## OHC-F-051 Lead Tenant Position Description

Position Title:	Lead Tenant
Program / Unit:	Western OOHC
Term:	12 months plus
Position reports to:	Lead Tenant Team Leader

**HOPE**  
**COLLABORATION**  
**COMPASSION**  
**RESPECT**  
**JUSTICE**

### ORGANISATIONAL CONTEXT

Established in 1997 MacKillop Family Services (MacKillop) continues the child and family welfare ministries of the Christian Brothers (Oceania), the Sisters of Mercy (Melbourne) and the Sisters of St. Joseph (Victoria) in Western Sydney, Southern NSW, Geelong, Warrnambool and Perth.

Programs include Home Based and Residential Care, Refugee Services, Disability Services, Youth Support, Education and Training, Family Support and support of women and men who as children were in the care of our founding agencies.

MacKillop Family Services involves a staff of some 800 personnel and nearly 420 volunteers. Operating out of more than 30 sites our budget expenditure is \$70 million.

The Sanctuary Model is a blueprint for clinical and organisational change which, at its core, promotes safety and recovery from adversity through the active creation of a trauma-informed community. Recognition that adversity is pervasive in the experience of human beings forms the basis for the Sanctuary Model's focus not only on the people who seek services, but equally on the people and systems that provide those services. The Sanctuary model is underpinned by the commitments of: Nonviolence, Emotional Intelligence, Social Learning, Open Communication, Social Responsibility, Democracy, Growth and Change.

### OUR VISION

To transform lives in a spirit of justice and hope

### OUR VALUES

**Respect:** We seek to listen and learn from each other and to build relationships with respect;

**Collaboration:** We commit to working in a collaborative spirit through cooperation, coordination and partnership;

**Hope:** We commit to creating an atmosphere of hope where people find meaning in their experiences and relationship;

**Justice:** We believe in the right of all people, regardless of belief or culture, to be treated justly and fairly; and

**Compassion:** We commit to creating an attitude of openness to others and to their circumstances.

## **POSITION PURPOSE**

The aim of the Lead Tenant Program is to provide a safe, stable, caring and supportive living environment in which young people are able to practice independent living in a shared household, and to assist the young person in their transition to an independent living arrangement. Lead Tenant programs currently operate out of MacKillop Youth Services (Barwon), Alternate Care (North/West) and Southern Services.

## **ROLE OF THE LEAD TENANT**

The Lead Tenants act as positive role models for the young tenants, both in managing their own day to day routines and commitments, and more broadly in their personal conduct within the house and the community. The Lead Tenants lead by example and their lifestyle should meet standards acceptable to the wider community and the expectations implicit in MacKillop Family Services duty of care to the young tenants.

The Lead Tenant is ideally a responsible and supportive young adult rather than an authority figure. By observing and participating in a household that displays healthy and balanced lifestyles and by sharing household tasks and responsibilities, young people can develop an understanding of acceptable parameters of behaviour and standards of living.

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 acceptable standards and behaviours through praise and encouragement.

Lead Tenants should be studying or working and should have a social life outside of the house. They need to be domestically competent and good at making the house a warm and inviting place. In general, their lifestyle and values need to be compatible with the program. Households will ideally have two Lead Tenant positions, allowing for each person in the role to be away from the house for social activities and weekends away.

The Lead Tenant position is not a paid position. However, the opportunity to make a contribution to a young person's life and some financial incentives (ie, 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 a number of 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 being a lead tenant all interested parties should ensure they understand and seriously consider the impact this role would have on their lives before proceeding.

## Responsibilities of the Lead Tenant

The responsibilities of the Lead Tenant are:

- To be a positive role model to young people living in the house
- Be respectful and considerate of the young people residing in the home
- To participate in discussions, house meetings and training sessions as directed by the coordinator
- To participate in regular fortnightly & or monthly supervision with the Coordinator
- To assist and encourage young people to develop household routines and manage their day-to-day needs which may include liaising with professionals and MacKillop's after hours service.
- To liaise with support staff and Case Managers on a regular basis on issues affecting the residents or household
- To contact the On-Call worker in the case of emergency or if the household members are at risk to themselves or others
- To act in the best interests of the resident young people at all times
- To maintain the confidentiality of the young people
- To ensure that the policies and procedures of MacKillop Family Services are adhered to as prescribed in orientation and training and in the Operations Manual

## Appropriate Skills

Lead Tenants need to show the following skills:

- Be able to volunteer time and energy to developing an appropriate relationship with young people
- Have humour, patience, consistency and honesty
- Be able to resolve minor in-house disputes
- Basic communication techniques, conducting house meetings and liaising with the Case Manager, Youth worker and or Coordinator
- Basic house-keeping

## APPROVAL

Approved by:		Date:
Position Title:	General Manager – Out of Home Care	
Incumbent's Name:		
Signature:		Date: