



CENTRAL HUME SUPPORT SERVICES INC.
ABN 67 446 414 611

POSITION DESCRIPTION

LEAD TENANT

August 2011

Central Hume Support Services (CHSS), operating since 1989, is an independent, not-for-profit Community Service Organisation providing high quality and innovative services to single adults, families, children and young people in the Eastern Hume Region of Victoria. Central Hume Support Services is a charitable organisation and equal employment opportunity employer.

CHSS' Vision: Through partnerships, we build bridges to enable people to achieve their full potential.

CHSS' Values:

- **Potential of all people:** by acknowledging and respecting each other's differences and opinions and respecting clients' right to self determination
- **Integrity:** by promoting ethical practice; being professional in our dealings and being honest, trustworthy and reliable in our work
- **Excellence:** we are passionate about what we do and practice from the best interests of clients
- **Communities:** through nurturing and investing in quality relationships; pursuing collaborative approaches to effective practice and contributing to community education and awareness

CHSS manages houses that provide supported accommodation for young people (16-18 years old) who are in need of further developing their living skills before moving onto independence. A mature and responsible **Lead Tenant** is required for each house; who reside in the Wodonga/Wangaratta properties with the youth (there are usually 2), to act as a role model and assist the young people with building their everyday living skills. Minimal supervision is required to ensure that residents are working in cooperation with one another, and in return for the support and guidance provided, the Lead Tenant/couple reside free of rent and utility expenses!!

CHSS understands that everyone's current individual circumstances may differ and that therefore they do need to be addressed individually. For this reason, CHSS encourages anyone interested to contact the organisation with any queries or concerns.

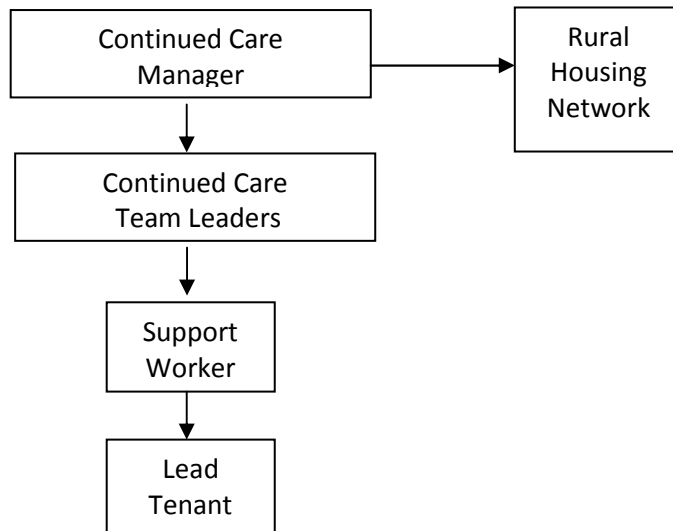
BENEFITS:

- Rent free accommodation and no utility expenses
- Personal development and increased skills in working with youth
- Satisfaction in assisting young people in need
- Supportive team environment, with individual support and advice from experienced staff
- No prior experience is required for this role, which provides a perfect opportunity for anyone considering foster care to gain relevant experience. This may strengthen your foster care application, which can be assessed whilst in this role.

KEY OBJECTIVES:

1. To role model and mentor young people in relation to independent living skills
2. To support the young people as required, providing a point of contact to discuss any immediate needs
3. To monitor the households functioning and provide minimal supervision as the responsible adult of the house
4. Act as a point of contact for the young peoples Case Managers

ORGANISATIONAL RELATIONSHIP:



Although this is not paid employment, the Lead Tenant position is still considered to play a role within CHSS' supportive team environment. The Lead Tenant roles are managed by the Specialist Adolescent Services team at Central Hume Support Services, in partnership with Rural Housing Network. The Lead Tenant will liaise and be supported by both of these networks and will also be allocated a designated Support Worker to provide assistance and guidance.

KEY RESPONSIBILITIES:

Service Delivery:

- Reside at the house, with 1 – 2 young people
- Act as the Lead Tenant by role modelling independent living skills, providing guidance and support, and limited supervision for the young people.
- Work as part of a team and liaise with relevant Support Workers/Case Managers.
- Maintain regular communication with the Specialist Adolescent Services team.
- Assist in developing and maintaining house rules
- Play an equal role in the administration of the household, e.g. cleaning, cooking etc
- Maintain client confidentiality and house locality

The Organisation:

- Implement Central Hume Support Services' aims and objectives through competent work practices.
- Comply with Central Hume Support Services' policies and procedures; funding guidelines; and legislative requirements.
- Maintain the agency's ideological framework of a strength-based work practice.
- Maintain safe work practices, following OH&S guidelines.

Other:

- Actively participate in informal supervision.
- Participate in relevant meetings – for example, house meetings.

LEAD TENANT POSITION CONDITIONS:

Although this position does not require the Lead Tenant to take on a parenting role, a certain amount of responsibility and demand is still required. Therefore this role would ideally suit a person who possesses good health, resilience, maturity, understanding, flexibility, life experience and a sense of humour.

No formal qualifications are required as this is not a paid position. Lead Tenant's are however still encouraged to have paid employment or an independent income, in conjunction with role modelling independent living. This can be full time or part time employment, however this position would not be ideal for those employed permanently in night shift roles.

The Lead Tenant will be required to undergo standard CHSS satisfactory pre-employment checks, including: at least two (2) referees (personal and professional), a criminal records check, Victorian Working With Children Check and registration with the Department of Human Services.

CHSS recognises the important role Lead Tenants play in making a difference to homeless young people. Therefore Lead Tenant's are offered ongoing support and access to an after hours 'on call' service.

As Lead Tenant and in return for your support and guidance, you reside rent free and are not required to contribute to the cost of utilities (gas, electricity, water).

EXPRESSIONS OF INTEREST:

Please direct any interest, queries or concerns to Celestine Willmott, Recruitment Officer (available Mondays to Thursdays):

EMAIL: celestine.willmott@chss.net.au

PHONE: 02 6043 7434

MAIL: PO Box 1490, Wodonga VIC 3689

Written applications will also be accepted at anytime via the above methods, and are to include: a cover letter stating your suitability and reasons for wishing to undertake the role; and a resume. Those who apply may be invited to meet with the necessary Specialist Adolescent Services staff for an informal interview.

Central Hume Support Services does not bind itself to make any appointment whatsoever from applications received. Central Hume Support Services is an equal employment opportunity employer.