

## **Resident Volunteer Role Description**

### **Job Purpose**

To provide befriending, support and advice to Future First Leaving Care service users whom will be living alongside you (or residing at a property to which you will be offering outreach support) in transitional accommodation. The Responsible Adult role will complement the formal assessment and preparation work being undertaken by Future First.

### **Specific Duties and Responsibilities**

- 1- To offer and maintain positive working relationships with young people (service client group)
- 2- To offer advice and skills in budgeting, cooking, shopping and the upkeep of the home
- 3- To offer role modelling of a structured way of life
- 4- To challenge unacceptable behaviour or attitudes, and create awareness of alternatives
- 5- To share appropriate life experiences
- 6- To create an understanding and be aware of local resources
- 7- To take a lead in organising shared household responsibilities e.g. cleaning, organising of repairs etc
- 8- To ensure the activities of the household does not cause a nuisance to external neighbours
- 9- To facilitate an environment of mutual respect amongst the household
- 10- To facilitate the resolution of any conflict which may arise
- 11- To support and encourage young people's effort towards the achievement of their goals
- 12- To maintain regular liaison with Future First staff
- 13- To maintain a reporting and recording feedback system, prepare reports for reviews and monitoring requirements
- 14- To attend flat/house meetings
- 15- To attend supervision sessions
- 16- To ensure implementation of Future First Equal Opportunities Policy
- 17- To carry out such other relevant tasks as Future First requires

### **Generic Duties**

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- 1-To respond politely and promptly to neighbours complaints and inform Scheme staff by the next working day should these occur.
- 2-To liaise with the Housing Manager (HM) about necessary repairs or damage to the building or its fixtures and fittings
- 3-Arrange access for the carrying out of repairs to the premises in liaison with the tenants, HM and contractors.
- 4- Ensure that those occupying the premises keep the communal areas clean.
- 5- Ensure the lighting on communal stairways and landings and the fire detection and alarm systems are working at all times.
- 6- Undertake regular health and safety checks and report concerns as per the Flat-share health and safety procedures
- 7- Keep and maintain a first aid kit.
- 8- Attend meetings for the purposes of supervision or training as required. Any meetings will be arranged to take account of other employment, education/training commitments the post holder may have.
- 9- To keep a written record of complaints and any serious incidents – i.e. incidents that are a contravention of the terms of the license issued to a young person.
- 10- Any other duties consistent with the above as requested by Scheme staff.

Additional Information:

Hours of work/availability to Tenants

The accommodation provided by the Scheme must be the Residence Volunteer's (RV) main residence.

The Resident Volunteer is expected to be available for a minimum of 10 hours during any week with the time of availability organised to allow maximum opportunity for contact by tenants.

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The Resident Volunteer is also expected to be residing at the premises for a minimum of five nights per week and 4 weekends out of every six.

The RV will need to give notice to the RV Supervisor or in his/her absence the Future First Team Manager and the young people of any overnight absence, weekends away or holidays so that suitable cover arrangements can be made

#### Variations

Normally the expectation is that Resident Volunteer will not be away from the building for more than 14 consecutive nights in any 6-month period. Any periods of extended or more frequent absence should be agreed in advance with the RV Supervisor.

<b>Future First</b>	<b>PERSON SPECIFICATION</b>
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**RESIDENT VOLUNTEER**

**Future First Leaving Care Services: FLAT-SHARE ACCOMMODATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED (A, I, E)*</b>
Qualifications/Experience	<p>Able to evidence at least one year's experience of working with 16+ young people in a professional or voluntary capacity.</p> <p>Educational qualifications to at least A-Level standard</p>	Experience of working with young people in or leaving care.	A
Knowledge	<p>Knowledge of the main issues and difficulties faced by young people in transition to independent living and adulthood.</p> <p>Knowledge of personal boundaries appropriate to the role</p>	Knowledge of the particular issues faced by young people leaving care	I
Skills/ Abilities	<p>Ability to relate to young people in an appropriate and respectful manner.</p> <p>Ability to challenge and confront young people in an effective way.</p> <p>Ability to maintain clear personal boundaries with young people as</p>		A/I

	<p>appropriate to the role.</p> <p>Good listening skills.</p> <p>Ability to engage with young people in a constructive and productive manner so as to assist them to achieve their goals in progressing to independent living.</p> <p>Ability to liaise and work cooperatively and effectively with professional support networks.</p> <p>Ability to keep accurate records and to write reports.</p> <p>Ability to help young people assess their needs and abilities and set personal goals.</p>		
Equal Opportunities	Awareness of Equality & Diversity		A
Other	<p>Awareness of Health &amp; Safety practice</p> <p>Willing to undertake training, as required.</p> <p>Willing to be flexible and responsive to the needs of the service and young people as far as is reasonable.</p>		<p>A</p> <p>A/I</p> <p>I</p>

Key: A – Application Form

I – Interview

E – Practical Exercises