

## Resident Volunteer Job Description

### Job Purpose

To provide befriending support and advice to Future First care leavers who will be living alongside you in transitional accommodation. The successful candidate will complement the formal assessment and preparation work being undertaken by Future First staff.

### Specific duties and responsibilities

- To offer and maintain positive working relationships with young people (service client group)
- To offer advice and skills in budgeting, cooking, shopping, and the upkeep of the home
- To pay a weekly service charge
- To collect weekly service charge from other licensees
- Maintaining a habitable property
- To offer role modelling of a structured way of life
- Spend 1 hour per week facilitating life skills work with young people
- To challenge unacceptable behaviour or attitudes and create awareness of alternatives.
- To share appropriate life experiences.
- To create an understanding and be aware of local resources.
- To take a lead in organising shared household responsibilities e.g., cleaning, cleaning rota, organising of repairs etc
- Organise refuse collection
- To ensure the activities of the household does not cause a nuisance to external neighbours.
- Maintain positive community relations
- To facilitate an environment of mutual respect amongst the household.
- To facilitate the resolution of any conflict which may arise.
- To support and encourage young people's effort towards the achievement of their goals.
- To attend regular meetings with other RV's
- Attend Future House meetings
- To maintain regular liaison with Future First staff.
- To send weekly reports to Future First staff.
- To maintain a reporting and recording feedback system, prepare reports for reviews and monitoring requirements.
- To attend flat/house meetings.
- Facilitate a monthly 'cook a house meal'
- To attend supervision sessions.

- Exit cleaning and void turnover
- To ensure implementation of Future First Equal Opportunities Policy.
- To carry out other relevant tasks as Future First requires.

#### **Generic duties**

- To respond politely and promptly to neighbour's complaints and inform Scheme staff by the next working day should these occur.
- To liaise with the Housing Manager (HM) about necessary repairs or damage to the building or its fixtures and fittings
- Arrange access for the carrying out of repairs to the premises in liaison with the tenants, HM and contractors.
- Ensure that those occupying the premises keep the communal areas clean.
- Ensure the lighting on communal stairways and landings and the fire detection and alarm systems are working at all times.
- Undertake regular health and safety checks and report concerns as per the Flat-share health and safety procedures.
- Keep and maintain a first aid kit.
- 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.
- 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.
- 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.

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

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.

**Resident Volunteer Person Specification**

**Future First Leaving Care Services: Flatshare Accommodation**

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED (A, I, E)*
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>		A/I

	<p>Ability to maintain clear personal boundaries with young people as 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 and diversity		A
Other	<p>Awareness of Health and Safety practices</p> <p>Willing to undertake training as and when 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>

A – Application Form

I – Interview

E – Practical Exercises