



Position Description

This position description is available in large print and other accessible formats upon request.

Position Title	Launch Pad Senior Housing Worker
Directorate / Service / Program	Services/Youth Services/Better Futures Barwon
Reports to	Team Leader, Better Futures Barwon
Location	Geelong
Classification	Social, Community, Home Care and Disability Services Industry Award Level 6
Date Revised	October 2025

About Us

We are Meli, inspired by the word Meliorism. The belief that the world can be made better through human effort.

Meli is a Victorian not-for-profit organisation, offering a unique combination of services to support members of our community throughout their lifetime, from early childhood through to adolescence and adulthood.

Everyone faces challenges occasionally, and Meli is here to lend compassionate help, and to take a preventative and early response approach – no matter how big or small a problem.

Our Purpose: Supporting people, strengthening communities.

Our Vision: A fair, safe and inclusive community where everyone can thrive.

Our Values: Build Connection, Show Courage, Inspire Action, Celebrate Difference, Be Dynamic.

To learn more about Meli please visit our website www.meli.org.au

Position Overview

Launch Pad is a dedicated housing support stream that works in close alignment with Better Futures Barwon and Meli Housing, providing safe, stable, and developmentally appropriate housing for young people transitioning from care. The program focuses on building the skills, confidence, and community connections needed for long-term independence.

This role provides supervision and support to a passionate team of housing support staff and volunteers, the role provides expert guidance to staff and volunteers delivering tailored, trauma-informed, and strengths-based interventions.

With a strong commitment to the Advantaged Thinking framework [BSL-Better-Futures-Advantaged-Thinking-Practice-Framework Revised-April-2024.pdf](#). This role ensures young people receive tailored support and housing focused aspirational planning. A key focus of this role is fostering positive community engagement- helping young people build strong local connections and access opportunities that enhance their sense of belonging, purpose and future potential.

Key Accountabilities

Duties of this position may include, but are not limited to the following:

- Oversee housing workers, providing leadership, capability building, guidance, performance management, and support to ensure high standards of service delivery and meeting sector guidelines.
- Contribute to strategic planning, stakeholder engagement, and program development to ensure Launch Pad remains responsive, innovative, and youth led.
- Coordinate the day-to-day operations of the Launch Pad program to ensure a consistent, responsive, and youth-centred support environment.
- Oversee the coordination of young people's rosters and shared responsibilities within the housing environment, promoting accountability and life skills development.
- Delivering tailored, trauma-informed, and strengths-based interventions
- Provide supervision and support to housing support workers to facilitate and review individual support plans, ensuring alignment with program values and individual goals.
- Recruit, induct, train and provide ongoing support to Lead Tenants within Meli
- Support young people to develop independent living skills through coaching, group work, and individualised planning aligned with their goals in education, employment, and wellbeing.
- Conduct and review independent living skills assessments to identify strengths, areas for growth, and tailored support strategies.
- Provide guidance to young people living in subleased properties to help them sustain tenancies and prepare for future independent living.
- Build and maintain strong partnerships with local services, real estates, education providers, and community networks to enhance opportunities and supports for young people.
- Liaise with external housing providers and real estate professionals to maintain and expand access to suitable private rental options for young people transitioning out of Launch Pad after their time in the program.
- Facilitate participation of young people with lived experience in the design, delivery, and continuous improvement of the Launch Pad program.

Organisational Accountabilities:

- Other reasonable duties as directed
- Apply Meli's quality and risk management frameworks
- Understand and comply with the standards of a child safe organisation in both practice and culture
- Active involvement in professional development to build knowledge and skills
- Make decisions following the values, and the relevant standards, practices, policies, procedures, regulations, industrial instruments and legislation

Qualifications, Skills, and Experience

- Relevant tertiary qualification in Social Work, Welfare/Youth Work or associated discipline, or relevant experience working in this space.
- Highly developed interpersonal skills, with the ability to support and lead a team with clear purpose and aligned goals, grounded in organisational values and strengthened by learning for the voices of the young people we work with.
- Understanding of the purpose and expectations of the Victorian Child Safe Standards and demonstrated commitment to contributing to a child safe organisation in both practice and culture.
- Current Victorian Driver's Licence.

Other requirements of the role

All employees must undergo and maintain a range of satisfactory checks as a condition of employment. These include:

- Working with Children Check
- National Police Check
- International Police Check (if required)
- Have the right to work in Australia

Key Stakeholders

- Meli employees
- Department of Families, Fairness and Housing (DFFH) Barwon and Central
- DFFH Child Protection Barwon
- DFFH Placement and Support Planning Barwon
- Case Contracted Out of Home Care Agencies; MacKillop Family Services, Meli
- NDIS and Disability Support Services
- Local property manager/real estate agents
- Brotherhood of St Laurence

Physical requirements & Environmental Conditions of the role

Meli is committed to creating inclusive spaces that are accessible for everyone by reducing and/or removing barriers through reasonable adjustments.

The following table shows the physical and psychological work environment characteristics that have been identified as part of this role. Where possible, Meli will make reasonable adjustments to support individuals to succeed in their roles.

Required Activities / Working Environment	Frequency
Computer based tasks, sedentary position, office based	Often
Repetitive manual tasks	Rarely
Working in buildings which may have stairs <i>(Reasonable adjustments can be made)</i>	Often
Driving, in & out of vehicles <i>(If driving is required, must hold current Victorian Driver Licence)</i>	Often
Bending, lifting, pushing, pulling	Sometimes
Working alone or at a co-located site	Sometimes
Confrontational/confronting situations <i>(Due to the nature of our work, there may be times when staff are exposed to content, behaviour, language and/or situations that can be confronting)</i>	Sometimes
Working outside in differing weather conditions	Sometimes
Working on-call and/or after hours	N/A
Attending external locations including client homes	Sometimes

Inclusion Statement

Meli is committed to being a place where everyone has a sense of belonging.

We embrace the unique perspectives and experience of our people and our community, and their voice is at the heart of our values and decision making.

We aim to be courageous as we learn, grow, and evolve as an accessible, inclusive and safe organisation for people of all identities.

We are working to create a team of people who reflect the diverse community we support. Aboriginal and Torres Strait Islander, LGBTQIA+, culturally diverse people, those living with a disability, and those looking to return to the workforce following a break in their career, are encouraged to apply for our roles.

Child Safety Statement

Meli is committed to child safety in every aspect of the organisation. We take deliberate steps to protect children from physical, sexual, emotional, and psychological abuse

and neglect. Our organisation fosters openness to create a culture in which everyone – staff, parents, carers, and children – feel confident, enabled, and supported to safely disclose child safety or wellbeing concerns.

We have zero tolerance of any abuse or maltreatment of children. We are committed to ensuring children and young people are able to actively participate in decisions that affect their lives.

We understand our legal and moral obligations to treat any child safety concerns seriously. We report any allegations and wellbeing concerns to authorities. We are committed to the cultural safety of all children and young people. This includes providing a safe environment for children and young people with a disability, who are Aboriginal and Torres Strait Islander, from culturally and/or linguistically diverse backgrounds or who identify as LGBTQIA+.

Meli's policies and practices promote the safety and wellbeing of children and establish an effective, consistent approach to prevent, respond to and encourage the reporting of allegations of child abuse and harm.

All children, their families and carers should feel welcome at Meli, including feeling able to express their identity and raise concerns about their own or others' safety.

Employee Declaration

I have read and understood this Position Description and in signing this document agree that I can fulfill all the requirements of the position described in this document. Additionally, I agree to notify management immediately of any change in my capacity to meet any of the requirements outlined in this Position Description.

Name:	Signature:	Date:

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.