

Position Purpose *Why the job exists*

This position provides the primary and holistic care for up to 4 children who live in purpose-built homes on the Parkerville campus and throughout the community. The position is accountable to the Team Leader and senior staff members for the care of the children in line with Parkerville Children and Youth Care processes, case plan and individual care plans.

Duties and Responsibilities *Key items only (do not list every task)***1. Direct Care**

- 1.1 Perform a range of child care and development tasks such as maintaining the physical environment, domestic duties, attending to health and medical requirements of children, play and recreational activities and educational needs;
- 1.2 Provide day to day care for children in ways which meet their developmental needs, and have a positive effect on their self-esteem, attachment and security, in accordance with duty of care requirements and agency processes and philosophies;
- 1.3 Provide appropriate support and assistance to deal with the problems of everyday life to children who may display a number of behaviours associated with abuse/neglect, trauma, attachment, separation, grief and loss; and
- 1.4 Assist children to develop social skills, problem solving and independent living skills as appropriate to their age and developmental level.

2. Case Management

- 2.1 Implement the Individual Care Plan for each child (which is developed by the team, in consultation with others and encompasses all areas of a child's life) in a supportive, planned and purposeful manner, including observation, recording, monitoring and feedback to the Team Leader and other professional staff
- 2.2 Implement and support contact arrangements for children with natural parents and extended family members;
- 2.3 Work cooperatively with volunteers and holiday hosts and facilitate/allow access to the children by other Parkerville staff and professionals.

3. Administrative Duties

- 3.1 Write file notes and maintain appropriate records in regard to a child or young person;
- 3.2 Participate in on-going supervision and attend relevant training as required and take shared responsibility for your participation, some of which will be compulsory;
- 3.3 Attend regular care team meetings, staff meetings and participate in care planning;
- 3.4 Take responsibility for the maintenance and upkeep of property and contents to required agency standards;
- 3.5 Manage household expenditure within a monthly budget and comply with organisational requirements for financial record keeping and reporting.

4. Other

- 4.1 Other duties as requested by Chief Executive, Director Out of Home Care or Team Leader.

Selection Criteria *Essential and desirable requirements to meet duties and responsibilities (incl. qualifications)*

The proven ability to work within and contribute to the mission and values of Parkerville Children and Youth Care underpins the position requirements outlined below and is an essential selection criterion for all Parkerville positions:

Essential

1. A relevant tertiary qualification (at least Diploma level) or at least 3 years of relevant experience;
2. Skills in caring for children and an understanding of child development;
3. Demonstrated capacity to work as a member of a multi- disciplinary team;
4. Personal skills and commitment to maintain the home as a clean, safe, secure environment for children in care;
5. Demonstrated ability to provide care experiences appropriate to the emotional and social needs of the children and set behaviour limits which are appropriate and non-punitive;
6. Skills in communicating with and responding to children and young people – including the ability to engage with them in a positive manner;
7. A high level of energy, flexibility and creativity;
8. Commitment to continuing professional development;
9. Understanding of legislation and standards relevant to the position (including OSH legislation).

Desirable

1. Skills in sporting, craft or hobby activity;
 2. Qualifications in child care, group care, or in other relevant fields;
- Keyboard skills and knowledge of the MS office suite of programmes.

Licences, Registration, Special Requirements etc.

WWC Check	<input checked="" type="checkbox"/>	DCPFS Check	<input checked="" type="checkbox"/>	Professional Registration	<input type="checkbox"/>
Provide 1st Aid (HLTAID003)	<input checked="" type="checkbox"/>	Driver's Licence	<input checked="" type="checkbox"/>		
Details or other requirements					

Authorisation and Acceptance

Position authorised:

Signed _____ (Chief Executive or Delegate) Date ___/___/___

I certify that I understand and accept the requirements of this position:

Employee name _____ Signed _____ Date ___/___/___

Please return a signed copy of this form to Human Resources