



## Job Description Form

Controlled Document

<b>Title :</b>	Casual Support Worker	<b>Effective Date :</b>	November 2016
<b>Directorate :</b>	Out of Home Care Services	<b>Team :</b>	Family Group Homes
<b>Reports to :</b>	Team Leader / Programme Manager – OHC	<b>Approved FTE</b>	Casual
<b>Positions reporting directly to this position</b>	<b>No. &amp; FTE</b>	<b>Other positions under control of this position</b>	<b>No. &amp; FTE</b>
Nil	Nil	Nil	Nil
<b>Our Vision, Mission and Values</b> <i>Why Parkerville Children and Youth Care exists</i>			
<b>Our Vision</b>			
To create a community that is free from child abuse so that children have the opportunity to grow to their full potential.			
<b>Our Mission</b>			
To protect, care, advocate and promote recovery for children and young people who have experienced trauma from abuse, to support families and to work with the community to prevent child abuse.			
<b>Our Values</b>			
Caring	Hope	Respect	Integrity
<i>Caring is our core value and is central to our purpose.</i>			
<b>Commitment to Safeguarding Children and Young People</b>			
Parkerville Children and Youth Care Inc. provides care and protection for the most vulnerable children, youth and families in the community and we are committed to keeping children safe. Therefore, in addition to the duties and responsibilities listed in this job description, you are also required to comply with our Code of Conduct and Safeguarding Practice and Behaviour Requirements of Staff.			
You will receive a copy of the guidelines and code as part of your induction. You can also access an electronic copy of this information in the HR folder			
You are also required to:			
<ul style="list-style-type: none"> <li>• provide a welcoming and safe environment for children and young people</li> <li>• promote the safety and wellbeing of children and young people to whom we provide services</li> <li>• ensure that your interactions with children and young people are positive and safe</li> <li>• provide adequate care and supervision of children and young people in your charge</li> <li>• act as a positive role model for children and young people</li> <li>• report any suspicions, concerns, allegations or disclosures of alleged abuse to management</li> <li>• where required by your role, maintain a valid 'Working With Children' check</li> <li>• report to management any criminal charges or convictions you receive during the course of your employment/volunteering</li> </ul>			

**Position Purpose** *Why the job exists*

This position is responsible for maintaining a safe, secure and therapeutic environment for clients residing within the OHC Program across a variety of different residential settings including Family Group Homes. The role is required to provide direct care to the clients within the service and support their placement goals through adherence to the Individual Therapeutic Care Plan.

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

- 1.1 Perform a range of direct care tasks such as maintaining the physical environment, unit checks, attending to health and medical requirements of children and young people.
- 1.2 Provide activities for children or young people in ways that meet their developmental needs; encourage a positive effect on their self-esteem and promote attachment and security, whilst observing the duty of care requirements and agency processes and philosophies. Maintain a consistent environment with where daily routines, expectations and consequences are clear and realistic.
- 1.3 Provide emotional support that assists clients to deal with the challenges of everyday life. This can include techniques of encouragement and guidance to clients who may display a number of behaviours associated with abuse/neglect, trauma, attachment, separation, grief and loss.
- 1.4 Assist clients to develop social, problem solving and independent living skills appropriate to their age and developmental level.
- 1.5 Implement the Individual Care Plan for each child/young person (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. There is a requirement to observe, monitor and record the activities and to provide objective feedback to the relevant team.
- 1.6 Participate in Care and Multi-Disciplinary Team meetings and discussions as required in order to enhance quality services to children and to optimize team work;
- 1.7 Participate in ongoing supervision and attend relevant training as required
- 1.8 Assist young people to develop recreational and social skills through participating in activities, outings, camps, community groups, classes and sporting clubs.
- 1.9 Ensure an appropriate level of safety is maintained for young people at the premises and on outings. Teach young people to keep themselves safe and remind them about the principles of Protective Behaviours.
- 1.10 Role-model socially and legally acceptable behaviour.
- 1.11 Adhere to the programs process manual which is underpinned by Better Care Better Services Standards.

**2. Communication**

- 2.1 Maintain all records in accordance with the programme and Organisation's processes;
- 2.2 Work openly and professionally within the team;
- 2.3 Report incidents and accidents in accordance with the Parkerville Children and Youth Care process ;and ensure they are written in a succinct and objective manner
- 2.4 Under the direction of Team Leader/Line Manager liaise with other stakeholders and community groups in a professional and collaborative manner.

**3. Maintenance**

- 3.1 Maintain properties in clean, tidy and safe manner all times.
- 3.2 Report maintenance issues in line with organizational policy and procedure.

**4. Other.**

- 4.1 Other duties as requested by the Chief Executive and Director Out of Home Care.

**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. Demonstrated experience in working in a residential care setting with children and or young people and a willingness to comply with Occupational Health and Safety standards and have knowledge of any legislation relevant to this position.
2. Capacity to maintain the home as a warm, safe, secure and comfortable environment in which children may grow and develop.
3. Experience in providing care appropriate to the emotional and social needs of the children and set behaviour limits which are appropriate and non-punitive.
4. Relevant experience in child care with an understanding of child development, including care and maintenance of the physical environment, working with individual children and groups of children through using everyday life events and special activities.
5. Strong interpersonal skills with the ability to engage children/young people and their families in a positive manner to work on the tasks of living and growing and dealing with the problems and difficulties of their lives.
6. A high level of energy, flexibility and creativity.
7. Demonstrated ability to document and report incidents and behaviour succinctly and objectively.

**Desirable**

1. Qualifications in child care, nursing, youth work and human services or relevant experience.
2. Experience managing challenging behaviours.
3. Understanding of the impact of trauma on child development

**Licences, Registration, Special Requirements etc.**

WWC check	<input checked="" type="checkbox"/>	CPFS Check	<input checked="" type="checkbox"/>	Professional Registration	<input type="checkbox"/>
Provide First Aid Cert. (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 \_\_\_/\_\_\_/\_\_\_

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Please return a signed copy of this form to Human Resources