



Job Description Form

Controlled Document

Title :	Respite Carer	Effective Date :	September 2016
Directorate :	Out of Home Care Services	Team :	Family Group Homes
Reports to :	Team Leader – OHC Residential	Approved FTE	1.0
Positions reporting directly to this position	No. & FTE	Other positions under control of this position	No. & FTE
Nil	Nil	Nil	Nil
Our Vision, Mission and Values <i>Why Parkerville Children and Youth Care exists</i>			
Our Vision			
To create a community that is free from child abuse so that children have the opportunity to grow to their full potential.			
Our Mission			
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.			
Our Values			
Caring	Hope	Respect	Integrity
<i>Caring is our core value and is central to our purpose.</i>			
Commitment to Safeguarding Children and Young People			
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"> • provide a welcoming and safe environment for children and young people • promote the safety and wellbeing of children and young people to whom we provide services • ensure that your interactions with children and young people are positive and safe • provide adequate care and supervision of children and young people in your charge • act as a positive role model for children and young people • report any suspicions, concerns, allegations or disclosures of alleged abuse to management • where required by your role, maintain a valid 'Working With Children' check • report to management any criminal charges or convictions you receive during the course of your employment/volunteering 			

Position Purpose *Why the job exists*

Respite Carers are employed as direct care staff to Group Care settings whilst primary carers are on scheduled breaks, special leave, annual and sick leave. Respite Carers are accountable to their OHC Residential Programme Case Manager for the care of children in line with Parkerville Children and Youth Care's processes, case plan and individual care plans.

As an OHC Residential Programme member, Respite Carers provide a safe, secure nurturing, care environment and give unconditional positive regard to the children in their care.

The Respite Carer has access to an interactive multi-disciplinary team system which incorporates the child, Case Managers, clinical staff as well as complementary services and resources relevant to the child and care setting.

Duties and Responsibilities *Key items only (do not list every task)*

Key Duties

1. Direct Care

- 1.1 Perform a range of child care and development tasks such as maintaining the physical environment, 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;
- 1.4 Assist children to develop social skills, problem solving and independent living skills as appropriate to their age and developmental level;
- 1.5 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 Case Manager;
- 1.6 Participate in Care and Multi-Disciplinary Team meetings and discussions in order to enhance quality services to children and to optimise team work;
- 1.7 Participate in ongoing supervision and attend relevant training as required and take shared responsibility for your participation;
- 1.8 Allow access to the children by staff and other professionals.

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:

1. Formal qualifications are not a prerequisite, however, competent carers must demonstrate that they have or can readily acquire knowledge and skills as required.
2. Respite Carers are expected to comply with Occupational Health and Safety standards and have knowledge of any legislation relevant to this position (e.g. Child and Family Act).
3. Capacity to work as a member of the Parkerville Children and Youth Care multi-disciplinary team.
4. Capacity to maintain the home as a warm, safe, secure and comfortable environment in which children may grow and develop.
5. 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 child care and 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.
7. Skills in communicating with, and responding to, children and young people. This includes an ability to engage them in a positive manner to work on the tasks of living and growing and deal with the problems and difficulties of their lives.
8. A high level of energy, flexibility and creativity.

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 *Cass* (Chief Executive or Delegate) Date 2/09/2016

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