



## Job Description Form

Controlled Document

<b>Title :</b>	Residential Support Worker AYAS	<b>Effective Date :</b>	August 2016
<b>Directorate :</b>	Out of Home Care Services	<b>Team :</b>	Armadale Youth Accommodation Service (AYAS)
<b>Reports to :</b>	Manager AYAS	<b>Approved FTE</b>	
<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>
<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*

The Residential Support Worker AYAS position is responsible for maintaining a safe and therapeutic environment for young people residing in the emergency accommodation programme and providing support to the young people residing in the transitional units.

The role requires several overnight shifts per week as well as weekend shifts and public holidays on a rotating roster.

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

### **1. Direct Care**

- 1.1 Provide emotional support, encouragement and guidance, utilising solution focused brief therapy as appropriate;
- 1.2 Maintain a consistent environment with an established routine where expectations and consequences are clear and realistic;
- 1.3 Provide role-modelling of socially and legally acceptable behaviour;
- 1.4 Assist the young people to develop their independent living skills through supporting with daily tasks including cooking and cleaning;
- 1.5 Encourage self-care and personal hygiene practices;
- 1.6 Assist young people to develop recreational and social skills through activities, outings, camps, participating in community groups, classes and sporting clubs; and
- 1.7 Ensure an appropriate level of safety is maintained for young people at the premises and on outings, and teach young people to keep themselves safe consistent with Protective Behaviours.

### **2. Case Management**

- 2.1 Take an active role in the assessment, intake and discharge process for the young people referred to both the emergency and transitional placements as directed by the Manager of the AYAS;
- 2.2 Take responsibility for implementing a comprehensive, holistic and best practice care plan for each young person as directed by the Manager of the AYAS;
- 2.3 Provide evidence based information and support to young people to address their health, education, employment, budgeting and other issues in collaboration with other stakeholders;
- 2.4 Work collaboratively with the Department of Communities - Child Protection and Family Support and other key stakeholders; and
- 2.5 Advocate for the best possible outcomes for each young person.

### **3. Communication**

- 3.1 Maintain all records including log book, Organisational forms and case notes in accordance with the Programme's and Organisation's processes;
- 3.2 Work openly and professionally within the multi-disciplinary team;
- 3.3 Attend required team and Organisational meetings. Be available for training and supervision on a regular basis. Share responsibility with the AYAS Manager to ensure that both occur, including probationary and annual performance appraisals;
- 3.4 Ensure that incident reports are written in a succinct and objective manner and forwarded in accordance with the Parkerville Children and Youth Care process;
- 3.5 Liaise with other stakeholders and community groups in a professional and collaborative manner; and
- 3.6 Attend case discussions with the Department of Communities - Child Protection and other agencies as required.

### **4. Maintenance**

- 4.1 Contribute to ensuring that the properties are kept clean and maintained at all times.

**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. Understanding and experience in case management and advocacy for youth and families;
2. Ability to communicate with and respond to youth and families and to maintain boundaries;
3. Willingness to develop skills through further professional development in working therapeutically with youth and their families;
4. Skills in residential care, including care and maintenance of the physical environment, working with individual and groups of young people through using everyday life events and special activities;
5. Ability to document and report incidents and behaviour succinctly and objectively;
6. Strong interpersonal skills;
7. "C" class driver's licence; and
8. A current Provide First Aid Certificate (St Johns Ambulance or approved equivalent) must be obtained prior to commencing employment.

**Desirable**

1. Experience and skill in counselling; and
2. Experience in working alongside families using empowerment and family strengths.

**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 \_\_\_/\_\_\_/\_\_\_

**Please return a signed copy of this form to Human Resources**