

POSITION DESCRIPTION

Position Title	Residential Youth Worker	Reference	OOHC-GRS-RYW
Classification	SCHSDS Award Level 3	Last reviewed	18 th December 2014
Tenure	Permanent / Limited Tenure / Casual	Hours	Fulltime / Part time / Casual
Reporting to	Team Leader	Location	Darwin / Katherine / Alice Springs
Program	DEPOT / KACS / FORREST / LESLIE	Cost centre	3300 / 3460 / 3500 / 3501
Division	YSD / Katherine / Alice Springs	Section	Youth & OOHC program stream
Approved by	Deputy CEO	Date	18 th December 2014
Comment	Relevant details will be highlighted in individual Position Description's attached to each employee's employment agreement. Position involves rostered and rotating shift work and sleepovers in a 24/7 Residential Service		

1. AGENCY STATEMENT

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. Our motto Respect Fairness and Community articulates our values of cultural respect, social justice and partnerships. As an organisation we are committed to child safe, strength based and community development practices. We aim to make a sustainable difference in the lives of Territorians. Anglicare NT is the community services agency of the Anglican Church in the Northern Territory and member of Anglicare Australia.

2. PURPOSE OF THE POSITION

Provide culturally appropriate and high quality direct care, support and supervision to older children and young people in the care of the Chief Executive of the Department Children & Families (DCF) in line with Anglicare NT policies, procedures, Out of Home Care (OOHC) standards, approved case plans, and legislative requirements.

Through maintaining a trauma informed therapeutic homelike 24/7 Residential Care Service and effective teamwork, casework and consistent practices, Residential Youth Workers assist clients to achieve agreed personal, educational, health, behavioural and social development outcomes.

3. SCOPE

The Residential Youth Worker will:

- 3.1 Maintain a safe homelike therapeutic environment for older children/young people placed in the 24/7 Residential Care Service through providing effective culturally sensitive care, support and supervision.
- 3.2 Work closely with the Team Leader and co-workers to achieve consistent practices, address Individual Support Plan commitments and provide responsive client centred assistance.
- 3.3 Maintain positive household and group dynamics which promote stage and age appropriate learning, skill development, educational, socialisation and community participation opportunities.
- 3.4 Maintain positive productive and respectful internal and external relationships - in particular with DCF, Australian Childhood Foundation therapists, foster carers, family/kinship carers etc to ensure placement, care planning and transitioning from care decision making is based on 'best interest of the child'.

4. DUTIES AND RESPONSIBILITIES

4.1 Specific

- 4.1.1 Provide high quality direct care, support and supervision to older children and young people.
- 4.1.2 Support implementation of Individual Support Plans, DCF Case Plans, behaviour improvement plans, safety/crisis response plans, duty of care considerations and where applicable containment/legal orders.
- 4.1.3 Maintain a safe homelike trauma informed therapeutic environment for older children/young people placed in the 24/7 Residential Care Service.
- 4.1.4 Promote a sense of cultural safety and personal security by providing a stable, strengths based and culturally affirming experience which enables older children/young people to benefit from the placement experience.
- 4.1.5 Provide clients with an active learning environment with access to stage/age appropriate educative, social, recreational, skill development, community participation opportunities and cultural activities.
- 4.1.6 Undertake safety audits and implement strategies to manage risk to the client and others in relation to the potential for aggression, self-harm, suicide attempt, family violence and/or child protection considerations.
- 4.1.7 Provide a measured and practical response in times of tension, stress, an incident or an emergency. Use established response and notification systems such as the internal OOHC On Call, DCF Central Intake, NT Police, Fire or Ambulance or '000' as required.
- 4.1.8 Ensure client rights are acknowledged whilst fostering the development of mutually respectful working relationships, self-determination and positive self-care.
- 4.1.9 Provide nutritious well-balanced meals, encouraging healthy eating patterns in line with agreed dietary goals and team agreements.
- 4.1.10 Using universal health care precautions undertake to a high standard cleaning, minor maintenance and general household/yard duties. Ensure a homelike child/youth friendly amenity level is maintained.
- 4.1.11 Build positive relationships with DCF Case Managers, Foster/Kinship Carers/ family members of clients and neighbors of the Residential Care Service and promptly respond to any concerns or complaints.
- 4.1.12 Using a strengths based approach prepare clients for transition out of the service into the agreed exit point. Where approved undertake post placement support in line with approved contact schedules.
- 4.1.13 Ensure all documentation is up to date and ready for handover at the end of each shift. This includes but is not limited to data entry, client observation sheets, case notes, diaries, meetings records, report templates and incident reports.

4.2 General

- 4.2.1 Comply with Federal, NT and Local Government legislation, regulations, permits and/or by laws.
- 4.2.2 Adhere to Anglicare NT Policies and Procedures and general conditions of employment.
- 4.2.3 Comply with funding contracts, operational guidelines, approved work plans, reporting requirements or task directives.
- 4.2.4 Adhere to budgets, delegation levels and administrative and data collection and entry duties, ensuring procedural requirements are met in a timely manner.
- 4.2.5 Comply with Anglicare NT's WH&S requirements; whilst also remaining vigilant in relation to any client/customer related behavioural risk and contribute to maintaining a safe work environment.
- 4.2.6 Maintain confidential client, personnel and organisational information in line with legislative and organisational requirements.
- 4.2.7 Work collaboratively with the Team to address service improvement requirements resulting from client complaints, stakeholder feedback and/or internal or external evaluation processes.
- 4.2.8 Participate in organisational communications and development systems such as email, staff meetings, planning & review days, quality assurance and organisational promotions and events as required.

- 4.2.9 Actively participate in supervision, performance reviews, professional development activities and training as required.
- 4.2.10 Maintain time and attendance leave and higher duty records in accordance with Anglicare NT's procedures and lodge within specified timeframes for each pay period.

5. AUTHORITIES

- 5.1 Expenditure, Operational/Administrative, Personnel, Management and Legal – as per current Delegation of Authority Document (this is endorsed by the Board and periodically updated).
- 5.2 The number of direct reports is 0.
- 5.3 Professional or task supervision for students may occur within this role as long as the proposed supervisor meets the supervision requirements of the relevant educational institution.

6. SELECTION CRITERIA

6.1 Inherent requirements for all employees

As an employee of Anglicare NT you must:

- ✓ Commit to and respect the values of the organisation, uphold confidentiality, be trustworthy and adhere to the Anglicare NT Code of Conduct and Policy.
- ✓ You must uphold the principles of child safe and strengths based approaches and apply these in your day to day work and practice.
- ✓ Commit to working in a culturally inclusive workplace and the principles and practices of cultural competence and providing responsive services to the community.
- ✓ Familiarise yourself with agency information management systems and policies and procedures which will change from time to time.
- ✓ Complete and maintain documentation in accordance with organisational policies and procedures, and quality standards requirements and contribute to continuous improvement within the agency.
- ✓ Take responsibility for your own health and safety, and the health and safety of anyone else who may be affected by your acts or omissions in the workplace.
- ✓ Cooperate with management, the Work Health & Safety (WHS) Officer and WHS representatives with respect to action taken to comply with WHS requirements.
- ✓ Contribute to the WHS management system by the active identification and reporting of hazards and environmental risks.
- ✓ Understand the nature of risk and importance of risk management in an organisation.
- ✓ Have a genuine interest in working with Anglicare NT, and in the Northern Territory demonstrate a good organisational fit.
- ✓ Be solution focused, positive and have a capacity to respond effectively to challenges.
- ✓ Ability to drive, use a computer, Microsoft programs, mobile devices, undertake bending and lifting actions.

6.2 Inherent requirements specific to this position

- ✓ Be aware that this position requires frequent driving within the Region.
- ✓ This is an active role involving interacting with energetic young people and the completion of regular housework and yard maintenance duties.

6.3 Qualifications

Minimum qualification required is a Certificate 1V e.g. Youth Work, Residential Care, Community Services. If you do not currently have a qualification you must be willing to undertake relevant studies within an agreed timeframe.

6.4 Experience, Skills and Knowledge

- 6.4.1 Experience in providing flexible solution focused case work and support to older children/young people
- 6.4.2 Ability to effectively engage with older children/ young people who may be demonstrating challenging behaviours and/or trauma related behaviours associated with child abuse and/or neglect.
- 6.4.3 Prior experience or at a minimum demonstrated commitment to working respectfully with Indigenous and culturally and linguistically diverse clients, communities, staff and Aboriginal Controlled Organisations.
- 6.4.4 Demonstrated ability to maintain personal and professional boundaries and a willingness to reflect and participate in supervision and performance review processes.
- 6.4.5 Demonstrated resilience and prior experience responding to stressful situations and/or critical incidents.
- 6.4.6 Strong work ethic, good time management and well-developed interpersonal skills and ability to work independently and as part of a team approach to supporting clients placed in the Residential Care Service.
- 6.3.7 Willingness to adhere to work plans, agreed approaches to client work and reasonable workplace directives.
- 6.3.8 High level of discretion and sound judgment with confidential information.
- 6.3.9 Ability and willingness to undertake to a high standard the practical tasks associated with running a household including meal preparation, cooking, cleaning, shopping, laundry and yard maintenance.
- 6.3.10 Computer literacy, ability to enter data into systems and to write and maintain client related documentation.
- 6.3.11 Knowledge of the local service delivery system is desirable.

6.5 Licenses, Certificates and Professional Registrations

- 6.5.1 Northern Territory Working with Children Clearance (Ochre Card)
- 6.5.2 National Police Criminal History Report (less than 3 months old) with acceptable outcome
- 6.5.3 First Aid Certificate or willingness to obtain within 3 months
- 6.5.4 Northern Territory Drivers Licence
- 6.5.5 Relevant professional registration and/or eligibility for membership (if relevant)
- 6.5.5 Willingness to undergo National Child Protection Check (if required by DCF)

7. ACKNOWLEDGEMENT OF AGREEMENT

After reading and discussing this document with Anglicare NT's delegate I agree that:

- 7.1 This Position Description and attachments are an accurate and fair description of the role.
- 7.2 I understand the expectations and inherent requirements of the position.
- 7.3 I acknowledge the operating context within which I will work.

Incumbent signature: _____

Incumbent name: _____ Date: _____

Witness signature: _____

Witness name: _____ Date: _____

Position: _____