

	<b>Position Title:</b> Night Residential Care Worker		<b>Team:</b> Residential Care		<b>Region:</b> Gippsland
	<b>Supervisor:</b> Night Residential Supervisor	<b>Delegations and Authorities:</b> In Line with Delegations Policy	<b>Band:</b> SCHCADS Level 2, Pay Point 1 - 3	<b>Date Completed:</b> December 2018	

## ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE	ROLE CONTEXT
<p><b>We believe children, young people and families should be safe, thriving and hopeful.</b></p> <p><b>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</b></p> <p>For over 140 years, Berry street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.</p> <p><b>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</b></p>	<p>Berry Street's Residential Services offers accommodation and support to children and young people who are referred through the Child Protection system.</p> <p>The Night Residential Services Worker is required to participate in the running and operations of the house which includes responding to the young person's emotional and functional needs, the development of their personal skills, all administrative requirements and household duties.</p> <p>The Night Worker is also part of the 'overnight response' team which provides additional support to a group of homes (within a particular geographic location) when required and works in conjunction with other Night Stand-up staff.</p>
OUR VALUES	PRIMARY OBJECTIVES OF THE RO
<p><b>Berry Street expects all staff to apply these Values in all aspects of their work.</b></p> <p><b>Courage:</b> to never give up, maintain hope and advocate for a 'fair go'</p> <p><b>Integrity:</b> to be true to our word</p> <p><b>Respect:</b> to acknowledge each person's culture, traditions, identity, rights, needs and aspirations</p> <p><b>Accountability:</b> to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way</p> <p><b>Working Together:</b> to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>The primary focus of the role, including overnight response includes:</p> <ul style="list-style-type: none"> <li>• To ensure the safety of the children and young people living in the home, following overnight safety plans and being responsive to any safety concerns</li> <li>• To provide an overnight environment conducive to a normal family household routine i.e. a settled, calm environment with all residents asleep in their own rooms</li> <li>• Provide a timely and proactive response when required overnight to supplement and support the mandatory active "stand-up" staff member.</li> <li>• Attending significant incidents involving children and young people residing in residential care (for example, attending hospital admissions or attending incidents involving police).</li> <li>• Enabling the collection of young people from unsafe locations and transportation of them either to the home or another location (e.g. hospital).</li> </ul>
	REPORTING RELATIONSHIPS
	<p>This role is based at our Gippsland Region. It is part of the broader Residential Services Team.</p> <p>This role reports to the Night Supervisor who will provide supervision. This role has no direct reports and works in a team environment with other team members in the house but is also a member of the Night Team.</p>

## EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together.
- Have a demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street is committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street is also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities.

## KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- A genuine desire and enthusiasm to provide support and care for children and young people. Empathy for the young people in our care, open mindedness, non-judgemental and understanding.
- Excellent communication skills. The ability to build rapport and engage with high risk young people of all cultural backgrounds who have experienced trauma and their families.
- The ability to work collaboratively and effectively in a team to accomplish program goals.
- Well-developed negotiation skills – able to explore alternatives and positions with young people who display strong emotions and challenging behaviours.
- Able to think clearly, calmly making decisions as required, often in a crisis overnight.
- Capacity to acquire knowledge of legislation, policy and issues relating to children and young people involved with Child Protection and Youth Justice.
- Capacity to acquire knowledge and understanding of the developmental needs of children and young people, trauma and resulting emotional and behavioural issues.

## QUALIFICATIONS AND OTHER REQUIREMENTS

- A recognised and relevant qualification in residential care. Berry Street recognises and delivers a Certificate IV in Child, Youth and Family Intervention (if a relevant qualification is not currently held). This is the minimum qualification required. Higher level qualifications such as a Diploma or Bachelor Degree in Social Work, Youth Work or substantial experience in working therapeutically with children and young people will also be considered.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

## DESIRABLE

- The foundational and TRC specific stages of the mandatory staff training in trauma-informed care (With Care Training).
- Demonstrated experience in the provision of care and support to young people in "out of home care".

## KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
<b>Direct Service Delivery</b>	<ul style="list-style-type: none"> <li>• To provide a high standard of emotional and physical care to the young people living in the house, ensuring their safety and well-being. This includes being present at any significant incidents external to the house.</li> <li>• To engage with the children and young people in a caring manner, modelling appropriate behaviour towards them.</li> <li>• To be responsible for the communication of all relevant information about the children/young people in the house to the appropriate people (other residential workers, case manager, department, support services etc.).</li> <li>• Have input to the implementation of the individual management plan, LAC, crisis management plans and case plans.</li> <li>• To follow all plans that has been developed for the house and young people.</li> <li>• Provide a high standard of care to children and young people with the key focus of assisting children and young people to settle for bed time.</li> <li>• As required and to ensure the young people's safety, immediately respond to requests to collect young people and bring them back to the house</li> <li>• To manage incidents and conflict with or between children and young people in accordance with Berry Streets expectations.</li> <li>• Assist in the management of co and self-regulation with young people.</li> <li>• Support and facilitate young people to feel connected and safe in the residential care house.</li> <li>• Support young people to keep themselves safe by discussing strategies with young people through incidental learning on a case by case basis and by following crisis management plans and the Overnight Safety Plan.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To record accurately and appropriately all information and activities regarding the young people in their files.</li> <li>• Maintain accurate records such as communication book, diary, handover sheets, daily updates, etc, ensuring all relevant information is recorded.</li> <li>• To record all financial information accurately and maintain receipts.</li> <li>• To report via ERIN incidents without delay, or report and up line if you are unable to complete on time.</li> <li>• To notify the appropriate personnel (supervisor, manager, on call staff member, case worker) of incidents as they occur.</li> <li>• To ensure that a complete and signed handover is given to the incoming worker(s).</li> <li>• Complete admin and household tasks set by supervisor.</li> <li>• Record all maintenance requests.</li> <li>• Attend and undertake minutes from staff meetings etc.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To maintain a high level of confidentiality regarding the young people's information and history and that of their family.</li> <li>• To abide by all policies determined by Berry Street.</li> <li>• To attend all relevant organisational meetings.</li> <li>• To participate in supervision.</li> <li>• To attend all mandatory training and attend training if nominated to attend.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that duty of care is undertaken in a professional manner with due regards to relevant agency and Department of human Services policies.</li> <li>• Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.</li> <li>• Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. Please refer to our code of conduct for further information</li> </ul>
<b>People &amp; Culture</b>	<ul style="list-style-type: none"> <li>• Participate in and prepare for supervision.</li> <li>• Complete all mandatory training within the required timelines.</li> <li>• Have awareness of EAP availability.</li> <li>• Wear a duress alarm at all times when working in the house.</li> </ul>

## CONDITIONS OF EMPLOYMENT

1. This position may be required to work additional hours as necessary, and extra hours worked will be accrued as Time-in-Lieu according to the *Berry Street Victoria 2014-2017 Agreement*.
2. You will initially be employed at our Morwell Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The remuneration for this position is paid at either the unqualified rate SCHADS Level 2, Pay Point 1 (\$25.41 per hour) or qualified rate SCHADS Level 3, Pay Point 1 (\$28.49 per hour) under the Berry Street Victoria 2014-2017 Agreement. Any applicable penalties will apply under the Berry Street Victoria 2014-2017 Agreement. For casual positions you will incur 25% casual loading. For part-time and full time positions the value of the salary can be increased through salary packaging.
5. All shadow shifts completed will be paid at SCHADS Level 1, Pay Point 1 \$20.57 per hour plus 25% casual loading and any applicable penalties, under the Berry Street Victoria 2014-2017 Agreement.
6. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometer, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.
7. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
8. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees 2 professional referees, a pre-employment health declaration, a criminal record check and proof of identify and qualifications.
9. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
10. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
11. Berry Street has a smoke-free workplace policy.

## INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work long shifts (up to 10 hours).	Regular
	Work in a team environment and at times alone.	Daily
	Work in different geographic locations.	Regular
	Work in locations geographically separated from management	Regular
	Wear personal protective equipment (eg rubber gloves, covered shoes) to provide protection from potential infection and hazardous substances.	Regular
	Undertake sleepover duties as the only staff member on duty.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Regular
	Work in buildings which may be two-storey	Occasional
	Sit at a computer or in meetings for extended periods	Occasional
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
<b>Manual Handling</b>	Undertake manual handling (eg: lifting, pulling, pushing, moving, transferring, twisting, restraining and supporting) of equipment and clients which would be of varying weight and size.	Regular
<b>People Contact</b>	Work with clients who may have an intellectual, physical and/or sensory disability.	Regular
	Liaise with government, non-government and community organisations	Daily
	Assist in personal and self-care activities such as toileting, meals, dressing and maintenance of personal hygiene	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular

	Interact with clients and members of the public who could display verbal or physically challenging behaviour and/or the full range of emotional expressions.	Regular
	Facilitate access to specialist, generic and community services	Regular
	Support and participate with clients in recreational activities.	Regular
	Use community resources with clients (eg Shops, banks, medical centres and cinemas).	Regular
	Undertake training and professional development activities.	Regular
<b>General Tasks</b>	Undertake general household duties which could include but not limited to sweeping, dusting, shopping, mopping, vacuuming, laundering, gardening, cooking and food preparation.	Daily
<b>Administrative Tasks</b>	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and document money transactions.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
<b>Transport</b>	Drive vehicles (cars and mini buses) possibly over long distances and in all traffic and weather conditions.	Daily
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Regular