

	REF: JOB NUMBER: 134:2010 Position Description
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Position Title: RESIDENTIAL SUPPORT SERVICE WORKER - CASUAL	
LOCATION: All Residential Care Units TENURE: Casual	CLASSIFICATION LEVEL: In accordance with the St Luke's Anglicare Collective Agreement 2008 (inclusive of above award rates). RSSW Level 2 Year 2 \$17.03 per hour (plus 25% casual loading). Additional allowances may also apply depending on rostered shift. Attractive salary packaging and tax benefits are offered with this position. St Luke's also offers an above award additional one week of leave per annum.
TIME FRACTION: As rostered	REPORTING TO: Team Leader
SERVICE AREA: Out of Home Care	PROGRAM: Residential Care

PURPOSE OF THE POSITION

The Residential Care Worker is responsible for the direct day to day care of the residents and to provide them with a safe and supportive living environment, build on their strengths, assist with their developmental and daily care needs and assist them and their families to achieve positive change in their lives

KEY RESPONSIBILITIES AND TASKS

The key duties and tasks of this position are:

Unit operation

- Assist the day to day running of the unit in respect to household duties and property maintenance
- Assist in the purchase and preparation of food and other household goods

Social environment

- Assist in the creation of a warm, respectful, secure and structured environment for all young people in care and their family (as appropriate).
- Assist in the development and implementation of an appropriate set of rules and expectations for residents (working with residents, staff and Case Manager).
- Participate in any agreed positive behaviour management programs with residents.
- Provide a positive role model to the residents.
- Maintain positive and clear professional relationships with young people in care.

Support to residents

- Supervise and support each young person in care appropriate to his or her age and developmental progress in line with their case plan.
- Ensure that the rights of young people are protected and respected at all times.

- Contribute to the development of individual programs, care plans and case plans for young people allowing them and their families to participate in decision making about their case plans and day to day care.
- Encourage opportunities for young people to maintain their significant community and family contacts as appropriate and facilitate planned contact between residents and their families as appropriate.
- Assist young people to access community activities and connections, including arranging necessary appointments.
- Promote the development of independent life skills in residents.
- Care for residents when sick, notify relevant family members and case managers and Team Leader

ACCOUNTABILITY AND AUTHORITY (inc. key stakeholders)

This position is responsible for undertaking daily duties with best practice approach, complying with relevant legislation and reporting any known breaches to the line manager. The person fulfilling this role should understand the nature of risk, such as OH&S and client risks, and the importance of complying with service standards and ensuring a service of the highest possible quality.

KEY SELECTION CRITERIA

1. Experience in working with young people with challenging behaviours and social and emotional difficulties and their families including a working knowledge of child protection legislation and practice in Victoria.
2. Demonstrated knowledge of adolescent development, and strategies for working with young people and their families.
3. The ability to work as part of a team and the capacity to work flexible hours including weekend work, shift work and sleepovers.
4. A demonstrated understanding of case management.
5. Well developed written and verbal communication skills.
6. Hold a current Victorian driver's licence.
7. A capacity and preparedness to undertake domestic tasks such as cooking, cleaning and ground maintenance.
8. Hold a current First aid certificate or be prepared to gain one prior to commencement.

QUALIFICATIONS AND EXPERIENCE

Post Secondary qualifications (Degree, Diploma or Certificate IV) in Youth Work, Social Work, Social Welfare, Community Services and/or Residential Care are highly desirable.

INHERENT REQUIREMENTS OF THE POSITION

1. Appointment to this position will be subject to a police check and Working With Children Check (if applicable).
2. Resilience to work with and support clients who have been exposed to trauma, violence or neglect.
3. A commitment to and understanding of, the principles and practice of cultural competence.
4. Participation in the supervision process.
5. A basic working knowledge of computers and Microsoft office programs.
6. Current Drivers Licence.
7. Reasonable amount of motor vehicle travel required of this position including city, country and night driving.
8. Bending and lifting required.
9. Shift work including sleepovers, weekends and public holidays.

PERSONAL VALUES

All employees must commit to and respect the values of St Luke's – Respect, Hope, Fairness Quality, Commitment, Community and Openness, uphold confidentiality, be trustworthy, and adhere to St Luke's Code of Conduct Policy. All employees need to have a belief in and understanding of the principles of strengths based practice (refer to St Luke's Employment Information Guide for further information).

PERFORMANCE REVIEW

There is a 6-month probationary period with negotiated expectations for all positions within St Luke's. A performance review is conducted annually with all staff.

PROFESSIONAL DEVELOPMENT

All employees are provided with the opportunity to attend, and expected to attend, agreed training courses as identified through self evaluation, discussion with position supervisor, annual reviews or other appropriate methods.

DOCUMENTATION

All employees must complete and maintain all documentation in accordance with organisational policies and procedures, and relevant quality standard requirements to contribute to continuous improvement in the agency.

It is an expectation that all employee's familiarise themselves with, and abide by all organisational policies and procedures, which may change from time to time.

OCCUPATIONAL HEALTH & SAFETY

As an employee of St Luke's you are required to take reasonable care of your own health and safety, and the health and safety of anyone else who may be affected by your acts or omissions at the workplace. All employees must co-operate with management, the OH&S Officer and OH&S Reps with respect to action taken to comply with OH&S requirements. All employees are responsible for contributing to the OH&S management system by the active identification and reporting of hazards and environmental risks.

To submit your application please click on the following email address HR@stlukes.org.au

APPROVAL OF POSITION DESCRIPTION

To be signed by line manager

Manager

Name: _____ Signature: _____ Date: _____

Next Up Manager

Name: _____ Signature: _____ Date: _____

ACCEPTANCE OF POSITION DESCRIPTION REQUIREMENTS

To be signed upon appointment

Employee

Name: _____ Signature: _____ Date: _____