



## **POSITION DESCRIPTION**

- Title:** Residential Care / Youth Support Worker
- Classification:** Social and Community Services Employees (State) Award – Grade 2.3 – 2.4
- Usual work location:** Sydney, Metro West and Metro Southwest
- Usual hours of work:** 24/7 roster model
- Objective:** To supervise, support and care for young people with medium to high needs in a residential care setting and to aid in their transition to independent living.

### **RESPONSIBILITIES:**

- Provide an appropriate standard of supervision, care and support which will ensure the safety of the young people in residential care.
- Monitor the physical and emotional well-being of the child/young person
- Assist in the development of appropriate living skills in the areas of meal preparation, diet, domestic chores e.g. washing, household cleaning, garden maintenance etc.
- Facilitate personal growth including awareness of appropriate health, hygiene, sexual and personal development, self-esteem etc.
- Assist in the development and implementation of the case plan
- key worker responsibilities if required
- Participate in case plan reviews, conferences, and meetings as required
- Assist in implementing the individual program plan for each young person

- Be a positive role model to the young people to assist them to model and learn appropriate social and life skills
- Transport children and young people to scheduled visits, appointments and daily transporting requirements
- Maintain and keep up to date all daily record keeping requirements and write reports as required i.e. daily summary report, communication book, incident reports, case plan summaries, shift reports etc.
- Attend and actively participate in all staff meetings, in-service training and external training as required.
- Liaise with other staff and relevant professionals as required
- Familiarise yourself with program guidelines, standards and behaviour intervention plans and assist in their implementation
- In addition to these responsibilities and duties, you are expected to undertake such other responsibilities and duties as may from time to time be assigned by Anglicare Canberra and Goulburn

**KEY REQUIREMENTS:**            Please address each item of the key requirements in writing.

**1.     Technical Skills and Application**

Demonstrated knowledge and application of the skills required for this position. This includes knowledge and understanding of computers and word processing, NSW legislation, a familiarity with community services, policies & procedures and drivers licence (essential).

**2.     Knowledge / Experience**

Theoretical and practical working skills related to the needs of the young people with challenging behaviours and their connection to their families. A sound knowledge of the stages of child and adolescent development along with interpersonal skills relating to behaviours exhibited in the context of past trauma and abuse. A commitment to mentor young persons.

**3.     Working with Young People**

Engage and support young people in daily activities through mentoring and support.

**4.     Teamwork**

Demonstrated ability to lead and develop a diverse team and participate as an active member of a team, consistent with the philosophy and policies of the Organisation. Ability to work a 24hr 7 day per week roster.

**5. Communication Internal and External**

Excellent communication skills (both written and verbal), along with interpersonal skills demonstrating experience in liaising with a wide range of internal and external clients, intra personnel and external governing bodies.

**6. Personal and Professional Development**

Demonstrated experience and understanding of the need for continuation of both personal and professional development and a commitment to ensuring quality services are delivered to clients.

**7. Administration and Documentation**

Through the use of organisational processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

**8. Qualifications**

Certificate III in Youth Work, Welfare Diploma or other relevant tertiary qualification and/or relevant experience in OOHC.

**KEY SKILLS:**

**Key knowledge areas:** Out of Home Care, residential care, complex care needs

**Key experience:** Practical working skills related to the needs of children/young people and their families

**Qualifications:** Certificate IV in Youth Work or other relevant tertiary qualification and relevant experience in OOHC.

**Reports to:** Senior Residential Coordinator

**Essential:** Previous experience working within residential care / community services or similar  
Sound medical health  
24/7 Roster  
Current Valid Driver's license

Current first aid certificate (or willing to obtain)

***Applications should enable an assessment against responsibilities, objectives, behaviours, skills, experience and qualifications. Please attach your resume.***

**All applications are subject to a Working with Children's Check and an Australian Federal Police Check.**

**The contact person for the recruitment process is *Cassandra McNamara* and they may be contacted on 0417 736 080 (during business hours).**

**Applications should be forwarded to the contact person via email or post to  
110 Moore Street, Liverpool, NSW 2170**

**Application Checklist:-**

- Covering Letter**
- Key Requirements addressed each item in writing**
- Resume**
- 2 x Referee's**