

	Position Title: Residential Care Worker		Team: Residential Care		Region: xxxx
	Supervisor: Unit Supervisor	Delegations and Authorities: In Line with Delegations Policy	Band: (A-F)A	Date Completed: 23/05/2013	

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>Our Vision at Berry Street is that all children have a good childhood, growing up where they feel safe, nurtured and have hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex issues arising from their experience of abuse, neglect or violence.</p> <p>To achieve our Vision, Berry Street delivers a wide range of services across metropolitan, regional and rural Victoria - from strengthening families and communities to those that focus on helping children, young people and adults recover from the trauma of violence, abuse and neglect.</p> <p>We group our programs into: community, education, family services, foster and kinship care, residential care, therapeutic services and youth services.</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 Residential Services Worker is required to participate in the day to day operation of the unit 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>
	<h4>PRIMARY OBJECTIVES OF THE ROLE</h4>
<h4>OUR VALUES</h4> <p><i>Berry Street expects all staff to apply these Values in all aspects of their work.</i></p> <p><i>Courage:</i> To be the best we can be and to never give up</p> <p><i>Integrity:</i> Expect a personal and organisation commitment to honesty</p> <p><i>Respect:</i> Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p><i>Accountability:</i> Be responsible for our own actions</p> <p><i>Working Together:</i> Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<h4>REPORTING RELATIONSHIPS</h4> <p>This role is based at our xxxx Region. It is part of the broader Residential Services Team. This role reports to the Unit Supervisor who will provide supervision. This role has no direct reports and works in a team environment with other team members.</p>

KEY SELECTION CRITERIA

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

A capacity and ability to demonstrate Berry Street's Core Capabilities is required to be successful in this role. They describe how you will go about fulfilling this role. Further details regarding these capabilities can be found on our website. Please refer to the Band A Capabilities which are applicable to this role.

- The ability to work collaboratively and effectively in a team to accomplish program goals.
- 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.
- Good written communication and comprehension skills - follow plans and express ideas and information clearly.
- Well-developed negotiation skills - able to explore alternatives and positions with young people who display strong emotions and challenging behaviours.
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- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Able to think clearly, calmly making decisions as required, often in a crisis.
- 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.
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS

- Cert IV Community Services, or Cert IV Youth Work or equivalent (all staff are expected to have this qualification or complete it within their first 12 months of employment)
- Staff must hold a valid WWCC, current driver's licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.

DESIRABLE

- Demonstrated experience in the provision of care and support to young people in "out of home care".

KEY ACCOUNTABILITIES AND RESPONSIBILITIES describe the key duties that will indicate success in the role.

ACCOUNTABILITY	SPECIFIC RESPONSIBILITY
Direct Service Delivery	<ul style="list-style-type: none"> • To participate in the day to day operation of the unit including performing household duties (cleaning, cooking, and involve the young people in household activities as appropriate). • Ensure that the young people are provided with a nutritionally balanced diet. • Provide and participate in appropriate recreational activities for and with the young people. • Support the young people to maintain important links with their family of origin, friendship networks and the local community. • To provide a high standard of emotional and physical care to the young people living in the unit, ensuring their safety and well being. • To be responsible for the communication of all relevant information about the children/young people in the unit to the appropriate people (other residential workers, case manager, department, support services etc.). • Have input to the implementation of the individual management plan, LAC, crisis management plans and case plans. • To actively support the children and young people's integration into schools, employment or appropriate day programs or therapeutic programs that will meet their individual needs. • To provide the children and young people with access to regular recreational and leisure activities. • To liaise with counsellors, health workers, drug and alcohol agencies and other professionals involved in the children and young people's lives, as required. • To follow all plans that has been developed for the unit and young people. • To accept delegated responsibility for a particular function.
Administration	<ul style="list-style-type: none"> • To record accurately and appropriately all information and activities regarding the young people in their files. • Maintain accurate records such as communication book, diary, handover sheets, daily updates, etc, ensuring all relevant information is recorded. • To record all financial information accurately and maintain receipts. • To report via ERIN incidents without delay. • To notify the appropriate personnel (supervisor, manager, on call staff member, case worker) of incidents as they occur. • To ensure that a complete and signed handover is given to the incoming worker(s).
Other	<ul style="list-style-type: none"> • To maintain a high level of confidentiality regarding the young people's information and history and that of their family. • To abide by all policies determined by Berry Street. • To attend all relevant organisational meetings. • To participate in supervision. • To attend all mandatory training and attend training if nominated to attend. • To ensure that duty of care is undertaken in a professional manner with due regards to relevant agency and Department of human Services policies.



CONDITIONS OF EMPLOYMENT

1. This position is xxxx.
2. This is a rostered position and employees will be expected to work at any of the residential units Berry Street operates within the region. The position does involve evening, public holiday and weekend work, as well as sleepovers.
3. You will initially be employed in the xxxx region. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
4. The base salary for this position is based on the SCHADS Level xx, pay point xx under the Berry Street's Enterprise Agreement.
5. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
6. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identify and qualifications.
7. The successful applicant will initially be employed for a probationary period of 6 months. During this period, either party can terminate employment with one week's notice.
8. 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 kilometre, 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.
9. 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.
10. 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
Work Environment	<ul style="list-style-type: none"> • Manage demanding and changing workloads and competing priorities. • Work long shifts (up to 10 hours). • Work in a team environment and at times alone. • Wear personal protective equipment (e.g. rubber gloves, covered shoes) to provide protection from potential infectious and hazardous substances. • Undertake sleepover duties as the only staff member on duty. • Work in locations geographically separated from management . • Be exposed to all outdoor weather conditions. 	Regular Daily Occasionally Occasionally Regular Occasionally Occasionally
Manual Handling	Undertake manual handling (e.g.: lifting, pulling, pushing, moving, transferring, twisting, restraining, supporting) of equipment and clients which would be of varying weight and size.	Occasionally
People Contact	<ul style="list-style-type: none"> • Work with clients with an intellectual, physical, sensory disability. • Assist in personal and self care activities such as toileting, meals, dressing, maintenance of personal hygiene. • Interact with members of the public who may display the full range of emotional expressions, including parents, family members, advocates, doctors. • Interact with clients who could display verbal or physically challenging behaviours and/or the full range of emotional expressions. • Support and participate with clients in recreational activities. • Use community resources with clients (e.g.: shops, banks, medical centres, cinemas). 	Regular Daily Regular Regular Regular Regular
General Tasks	Undertake general household duties which could include sweeping, dusting, shopping, mopping, vacuuming, laundering, gardening, cooking and food preparation.	Daily
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing tasks, participate in meetings, concentrate for long periods of time, and document money transactions.	Daily
Vehicles and other Equipment	<ul style="list-style-type: none"> • Drive vehicles (cars and mini buses) possibly over long distances and in all traffic and weather conditions. • Drive vehicles with possible distractions from client behaviour, verbal or physical. 	Daily Regular