

SHALOM CHRISTIAN COLLEGE

JOB PROFILE

Position Title: House Parent	Date Reviewed: 27 April 2005
Location: Shalom Christian College	Reports to: Head of Boarding
Purpose: Engage in, and coordinate, the provision of high quality care and supervision of students and actively assist students achieve their personal and academic goals.	

Main Duties

1. With minimal direction, supervise the daily routine of Shalom Christian College boarding students. Provide advice, leadership, pastoral care and 'discipline' to boarders in their care/control.
2. Organise and supervise recreational and developmental activities.
3. Supervise and support boarders doing homework.
4. Carry out tasks as delegated including transporting boarders, reporting areas needing maintenance, maintaining high standards of tidiness and basic administrative tasks.
5. Administer basic first aid.
6. Work shift work on a 7-day on, 7-day off roster, which includes sleeping over in Boarding accommodation.

Selection Criteria

1. Knowledge and appreciation of Aboriginal and Torres Strait Islander cultural issues and lifestyles, and a commitment to indigenous education and a Christian ethos.
2. Demonstrated ability to communicate clearly and effectively with students and other staff members.
3. Strong work ethic including reliability and dependability and the ability to maintain confidentiality.
4. Awareness of the legal implications of 'loco parentis'. Knowledge and experience of adolescent behaviour and needs, and the ability to establish appropriate relationships with young people.
5. Knowledge of, and ability to organise, a range of suitable recreation activities for adolescents with the ability to be flexible and work as a team member and manage priorities with minimal supervision.
6. Ability and commitment to work consistently and fairly in the application of Shalom Christian College policies, procedures and guidelines.
7. Ability to compile effective written reports and use a computer to carry out basic office administrative procedures,
8. Current Queensland Light Rigid (LR) driver's license and Drivers Authorisation or ability and willingness to acquire one.
9. Current First Aid Certificate or a willingness to attend the first available course.

Desirable

1. Experience in supervision in a residential environment and/or Certificate in Residential Care.

Additional Factors

- The *Commission for Children and Young People Act 2000* requires the preferred applicant to be subject to a "working with children check" as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People at the following internet address: <http://www.childcomm.qld.gov.au/>
- Confirmation of employment is conditional upon the preferred applicant being issued with a Suitability Card from the Commission for Children and Young People.

Career Structure

In accordance with the Shalom Christian College Enterprise Bargaining Certified Agreement 2005 a new career structure for Houseparents has been implemented to attract, retain and train quality staff. The College recognises and rewards the skills, experience and qualifications of Houseparents and will enhance these by providing a career structure relevant to their role. This career structure allows for advancement through the structure, dependant on a range of competencies being addressed and attained

LEVEL	CLASSIFICATIONS	SKILL COMPETENCY REQUIREMENTS
<p>Level 1</p>	<p>Level 1 is the Base level of entry for employees without previous experience in Boarding House work.</p> <p>Progression to Level 2 will occur once the employee has attained the defined competencies relevant to the next classification, Level 2, provided that no employee shall remain on this training level for longer than 12 months.</p>	<ul style="list-style-type: none"> 1.1 Have held a manual Drivers License for at least 12 months. 1.2 Have completed or are prepared to complete an Employee Induction and gain an Emergency Response – Fire Safety Certificate. 1.3 Have completed or are prepared to complete the Duty of Care – Certificate in Residential Care Course. 1.4 Have displayed the skills required to discipline and control students “Firm yet Pastoral approach to discipline”. 1.5 Have received or have applied for a Working with Children “Blue Card”. 1.6 Have completed or are prepared to complete a current First Aid Certificate. 1.7 Have a basic computer competency with a basic knowledge of Microsoft computer software programs (equivalent to Module 1 ICDL). 1.8 Have a desire to work in a Indigenous Christian environment to enhance the education and personal growth of Indigenous students so they will achieve in their chosen path.
<p>Level 2</p>	<p>Level 2 is the classification for a General Houseparent.</p> <p>Progression from Level 2 to Level 3 will occur following the completion of at least one year of service at this incremental step and having achieved the Skill Competency Requirements relevant to Level 3.</p> <p><i>Please be aware that progression to Level 3 will not occur until all Level 2 and Level 3 Skill Competency Requirements have been achieved.</i></p>	<ul style="list-style-type: none"> 2.1 Have completed an employee induction and have gained an Emergency Response – Fire Safety Certificate. 2.2 Have gained a Light Rigid Bus License with Drivers Authorization. 2.3 Have successfully completed the Duty of Care – Certificate in Residential Care Course. 2.4 Have received the Working with Children “Blue Card”. 2.5 Have a current First Aid Certificate. 2.6 Have displayed the skills of an experienced Houseparent and have mentored other staff to lift the professionalism of the Boarding Staff. 2.7 Have successfully completed a training session that deals with the appropriate conduct/response when dealing with student conflict and have consistently demonstrated this appropriate conduct in their dealings with parents and students. 2.8 Successfully completed Cultural Awareness training and have consistently demonstrated this Awareness in their dealings with parents and students.

		<p>2.9 Have demonstrated consistent commitment to working as a member of a team (including regular attendance at meetings) and the ability to follow instructions.</p> <p>2.10 Have an average computer competency with an average knowledge of Microsoft computer software programs (equivalent to Module 2 ICDL).</p> <p>2.11 Demonstrated skills in successfully dealing with students.</p>
<p>Level 3</p>	<p>Level 3 is the classification for a Team Leader. Progression from Level 3 to Level 4 will occur following the completion of at least one year of service at this incremental step and having achieved the Skill Competency Requirements relevant to Level 4 and a position as a Senior Residential Worker is available in the Boarding Section.</p> <p><i>Please be aware that progression to Level 4 will not occur until all Level 3 and Level 4 Skill Competency Requirements have been achieved and a Senior Residential Worker Position is available in the Boarding Section.</i></p>	<p>3.1 Is in the process of completing the Diploma for Residential Care.</p> <p>3.2 Have demonstrated leadership qualities and the ability to lead small teams to achieve desired results.</p> <p>3.3 Have been involved in the development and monitoring of the roster and budget of the Boarding Section.</p> <p>3.4 Be able to monitor the discipline of students and counsel other Houseparents on effective discipline techniques.</p> <p>3.5 Have organized and implemented culturally appropriate activities for students.</p> <p>3.6 Have been a recognized mentor to students and have experienced success with guiding students to achieve in their chosen field.</p> <p>3.7 Have an advanced computer competency with an advanced knowledge of Microsoft computer software programs (equivalent to Module 3 ICDL).</p>
<p>Level 4</p>	<p>Level 4 is the classification for a Senior Residential Worker. Progression beyond Level 4 will be determined by a Management position being vacant and an advertised recruitment action being completed.</p> <p>The Skill Competency Requirements that have been gained to progress to Level 4 and the enhancement of these skills while performing as a Senior Residential Worker will ensure that the employee will be shortlisted when they apply for a Managerial advertised vacancy.</p>	<p>4.1 Have completed the Diploma in Residential Care.</p> <p>4.2 Have enrolled in a tertiary qualification in Business or possess extensive experience and formal training in a management position.</p> <p>4.3 Have demonstrated skills and experience in managing a section of a Boarding School.</p> <p>4.4 Have previous experience successfully dealing with Staff and Student Discipline.</p> <p>4.5 Have the ability to manage a multi-disciplined team to achieve organizational goals.</p> <p>4.6 Be able to work within and develop policies and procedures and be able to implement and train other staff to do the same.</p> <p>4.7 Demonstrated ability to strategically plan, prepare and forecast for the future development of the Boarding School.</p> <p>4.8 Be an active member of the Management Team.</p> <p>4.9 Be prepared to work weekend rosters to ensure that a Senior Residential Worker is always on staff over the weekend period.</p> <p>4.10 Be able to use a variety of computer software programs for the production of Management Reports and to be able to manage the allocated Boarding Budgets (equivalent to Module 4 ICDL).</p>