**Job Description Form**

**Secure Care Officer**

**Position Details**

**Position Number:**  Generic

**Classification:**  Level 3

**Award / Agreement:**  PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Secure Care/Accommodation and Care Services/Secure Care

**Location:** Perth Metropolitan Area

**Classification Evaluation Date:**

**JDF Review Date:** 20 September 2018

**Reporting Relationships**

**This position reports to:**

Senior Secure Care Officer Level 4

**Positions Under Direct Supervision: NIL**

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; youth justice; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

The **Secure Care Officer** is responsible for:

* Assisting in the coordination of admission, assessment and initial safety and therapeutic Care plans for children;
* Providing a high standard of therapeutic care consistent with the Secure Care program objectives and frameworks;
* Completing administrative duties including recording, computer data entry and preparation of reports.
* Assisting with the maintenance of Secure Care’s advanced security systems, participation and action of evacuation and relocation plans.

**Duties and Responsibilities**

**1. Work with Children**

1.1 Provides a high standard of care consistent with the Secure Care Therapeutic objectives and the Department for Child Protection and Family Support’s frameworks.

1.2 Creates and maintains a safe, secure and caring environment for children.

1.3 Ensures the safety of children at all times, including taking physical control when necessary, according to specific standards.

1.4 Participates in the overall development and implementation of the therapeutic programs.

1.5 Assists the Senior Secure Care Officer to design and implement therapeutic strategies to address the effects of trauma experienced by children.

**2. Management**

2.1 When required, directs the operations of the work unit and ensures compliance with legislation, departmental policies and practices and management instructions within the work unit.

2.2 Identifies training needs and assists the management team by contributing to the development of staff training and development.

2.3 Identifies issues in relation to Unit operation and assists in problem solving in relation to these issues.

2.3 Responsible for the maintenance of appropriate records in accordance with legislative requirements, departmental and work unit policies and practices.

2.4 Mentoring and supporting new staff in the Secure Care facility

**3. Secure Care Therapeutic Planning and Coordination**

3.1 Participates in the assessment and development of Secure Care Therapeutic and safety plans for children.

3.2 As directed, Liaises with family members and significant others.

3.3 Monitors and reports on the progress of assessments of children.

3.4 Assists the Senior Care Officer with the monitoring and evaluation of the day to day therapeutic programme

**4. Other Duties**

4.1 Completes administrative duties including recording, computer data entry and preparation of reports.

4.2 Participates in training, performance management, staff meetings and development programs.

4.3 Participates in Emergency Management and Response duties as required

4.4 Performs other duties as required.

**Essential Work-Related Requirements (Selection Criteria)**

1. Demonstrated experience working effectively in a child-focussed multi-disciplinary team.
2. Demonstrated relevant experience in the assessment and development of therapeutic intervention plans for children.
3. Demonstrated high level ability to conduct trauma informed activity programming.
4. Demonstrated resilience to work therapeutically with children who exhibit extreme and challenging behaviours as a result of trauma and abuse.
5. Certificate III and Certificate IV in Community Services (in a related field) or approved equivalent, OR equivalent experience in working with, or caring for, children who have experienced trauma.

**Essential Eligibility Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.

2. Appointment is subject to a satisfactory Working with Children (WWC) Check

3. Appointment is subject to a satisfactory medical and functional capacity examination

4. Ability to successfully complete "Apply First Aid" course (unless already held) during business hours.

5. The ability to work shifts with a changing roster involving a mix of morning, afternoon and overnight shifts rostered across Monday to Sunday, including public holidays.

6. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.

**HR Registration** Genene Voce 20 September 2018.