**Job Description Form**

**Senior Residential Care Worker**

**Position Details**

**Position Number:**  Generic

**Classification:**  Level 3

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

**Organisational Unit:** Service Delivery Regional & Remote Communities / Therapeutic Care Services / Residential Care Services

**Location:** Metropolitan area

**Classification Evaluation Date:**

**JDF Review Date:** March 2016

**Reporting Relationships**

**This position reports to:**

Senior Manager Residential Care/ Manager Residential Care, Specified Calling Level 3/ Level 6

**Positions Under Direct Supervision:**

This position has no subordinates.

**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**

This position is responsible for:

* Coordinating assessment and residential plans for assigned children and young people;
* Supervising Residential Care Workers in all matters impacting on the therapeutic care of children and young people;
* Providing a high standard of therapeutic care consistent with the program objectives;
* Completing administrative duties including recording, computer data entry and preparation of reports.

**Duties and Responsibilities**

1. **Work with Children and Young People**
   1. Provides a high standard of therapeutic care consistent with the Department’s Residential Care Framework.
   2. Creates and maintains a safe and caring environment for children and young people, including taking physical control when necessary, according to specific standards.
   3. Assists the Senior Manager Residential Care/Manager Residential Care and Child Protection Worker with the overall design and implementation of the program to achieve specified outputs and outcomes.
   4. Undertakes individual assessments and plans and implements goal oriented interventions.
   5. Assists the Senior Manager Residential Care/Manager Residential Care by designing and implementing strategies to address problems experienced by children and young people.

**2. Management**

* 1. Supervises Residential Care Workers in all matters impacting on the management and therapeutic care of children and young people.
  2. 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.
  3. Identifies training needs and assists the Senior Manager Residential Care/Manager Residential Care in the development of staff training and development of programs.
  4. Identifies issues in relation to Unit operation and assists in problem solving in relation to these issues.
  5. Responsible for the maintenance of appropriate records in accordance with legislative requirements, departmental and work unit policies and practices.

**3. Residential Care Planning and Coordination**

* 1. Coordinates assessment and residential therapeutic plans for assigned children and young people.
  2. As directed liaises with family members and significant others.
  3. Monitors and reports on the progress of assessments.
  4. Assists the Senior Manager Residential Care/Manager Residential Care and Child Protection Worker with the monitoring and evaluation of the program.
  5. Recommends to the Senior Manager Residential Care/Manager Residential Care program improvements and initiatives.

**4. Other Duties**

* 1. Completes administrative duties including recording, computer data entry and preparation of reports.
  2. Undertakes and organises housekeeping and maintenance to ensure a positive and safe physical environment.
  3. Participates in training, performance management, staff meetings and development programmes.
  4. Participates in Emergency Management and Response duties as required.
  5. Performs other duties as required.

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

1. Demonstrated ability to work effectively in teams and supervise staff within a team.
2. Knowledge of child development including Aboriginal and other culturally and linguistically diverse groups.
3. Demonstrated experience in the assessment and development of therapeutic intervention plans for children and young people including demonstrated experience in developing and implementing activity programming for children and young people in life skills and recreational activities.
4. Certificate III and Certificate IV in Community Services (Protective/Residential Care) or approved equivalent OR equivalent experience in working with or caring for children and young people who have experienced trauma.

**Essential Eligibility Requirements / Special Appointment Requirements**

* Appointment is subject to a satisfactory National Police Clearance and Departmental Check
* Appointment is subject to a satisfactory Working with Children (WWC) Check
* Appointment is subject to a satisfactory medical and functional capacity examination
* Ability to successfully complete "Apply First Aid" course (unless already held) during business hours.
* 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
* The occupant of this position must have the ability to travel to and work in various Department Offices in the Perth Metropolitan Area in response to organisational requirements.
* 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.

**Delegate Certification**

**HR Registration** July 2018