**Job Description Form**

**Senior Residential Care Worker – Country**

**Position Details**

**Position Number:** Generic

**Classification:** Level 3

**Award/Agreement:** Public Sector Award and Agreement

**Organisational Unit:** Community Services / Statewide Services / Residential Care

**Location:** Regional or Remote WA

**Classification Date:**

**Effective Date:** July 2024

**Reporting Relationships**

**This position reports to:**

Senior Manager Residential Care, Specified Calling Level 3 /

Manager Residential Care, Level 6

**Positions under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities is Western Australia’s major human services department that brings together vital services and functions that support individual, family and community wellbeing.

Working closely with our partners across government and the community services sector, our areas of responsibility include disability services; child protection; housing; homelessness; women’s interests; community services; prevention of family and domestic violence; seniors and ageing; volunteering; and youth.

We support many Western Australians, with a focus on some of the most vulnerable people in our state. The job we do is rewarding but can be challenging.

People, place and home is at the core of everything we do and why we do it.

We work for the people who make up our communities across Western Australia; we help people be the best they can be. We focus our efforts on building places that are inclusive and connected and offer everyone the opportunity to prosper. And we support children and families so that they can have a physically and emotionally secure place to call home.

We promote a diverse workforce and embrace a high standard of equal opportunity, health and safety, and ethical practice.

Join us and work in a role where you can make a real difference to the lives of children, families, individuals and communities throughout Western Australia.

**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.

**Position Duties and Responsibilities**

**1. Work with Children and Young People**

1.1 Provides a high standard of therapeutic care consistent with the Department’s Residential Care Framework.

1.2 Creates and maintains a safe and caring environment for children and young people, including taking physical control when necessary, according to specific standards.

1.3 Assists the Senior Manager Residential Care/Manager Residential Care and Child Protection Workers with the overall design and implementation of the program to achieve specified outputs and outcomes.

1.4 Undertakes individual assessments and plans and implements goal-oriented interventions.

1.5 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**

2.1 Supervises Residential Care Workers in all matters impacting on the management and therapeutic care of children and young people.

2.2 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.

2.3 Identifies training needs and assists the Senior Manager Residential Care/Manager Residential Care in the development of staff training and development of programs.

2.4 Identifies issues in relation to Unit operations and assists in problem solving in relation to these issues.

2.5 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**

3.1 Coordinates assessment and residential therapeutic plans for assigned children and young people.

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

3.3 Monitors and reports on the progress of assessments.

3.4 Assists the Senior Manager Residential Care/Manager Residential Care and Child Protection Workers with the monitoring and evaluation of the program.

3.5 Recommends program improvements and initiatives to the Senior Manager Residential Care/Manager Residential Care.

**4. Other Duties**

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

4.2 Undertakes and organises housekeeping and maintenance to ensure a positive and safe physical environment.

4.3 Participates in training, performance management, staff meetings and development programmes.

**Corporate Responsibilities**

1. Exhibits accountability, professional integrity and respect consistent with Communities Values, the Code of Conduct, and the public sector Code of Ethics.

2. Actively participates in the Communities performance development process and pursues professional development opportunities.

3 Participates in emergency or critical event response management duties as required.

4. Undertakes other duties as required.

**Work Health and Safety Responsibilities**

**All Employees (and Volunteers / Trainees / Contractors)**

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

**Supervisors (if applicable)**

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

**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**

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.

2. Appointment is subject to a satisfactory Client and Child Protection Check.

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

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

5. Current accredited certificate in ‘Provide First Aid’.

6. Ability to work shifts with a changing roster involving a mix of morning, afternoon and overnight shifts rostered across Monday to Sunday.

7. 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.