**Job Description Form**

**Residential Care Worker**

**(Metro Residential Care)**

**Position Details**

**Position Number:** Generic

**Classification:** Level 2

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

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

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** December 2024

**Reporting Relationships**

**This position reports to:**

Senior Manager Residential Care, Specified Calling Level 3

Manager Residential Care, Level 6

Casual Team 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**

The Residential Care Worker is responsible for:

* working as a member of a team to achieve best outcomes for children and young people;
* providing group and individual therapeutic residential care to children and young people;
* assisting in planning, developing and implementing activities for children and young people.

**Position Duties and Responsibilities**

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

1.1 As a flexible and reliable team member, provides therapeutic residential care to groups and individual children and young people within the Department of Communities’ Therapeutic Care Services Framework.

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

1.3 Plans, coordinates and participates in daily life and recreational activities with children and young people to promote positive growth and development.

1.4 Works therapeutically with children and young people who at times display challenging behaviour, in a way that is consistent with a team approach.

1.5 Contributes to the daily routine and activities of children and young people and provides a high level of care, engagement and supervision (inclusive of supervising around swimming pools etc where applicable).

1.6 Follows up on outstanding tasks and contributes toward identified outcomes for children and young people.

1.7 Provides accurate written case notes and recording of activities and critical incidents to assist with the record keeping and meet statutory requirements.

**2. Other Duties**

2.1 Liaises with Department, government and non-government agencies and family members when appropriate or required.

2.2 Performs administrative duties including data entry and provides written, verbal and computer reports.

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

**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. Understanding of therapeutic residential group home care of traumatised children and young people from Aboriginal and other culturally and linguistically diverse groups.

2. Demonstrated knowledge of engaging with children and young people in life skills and recreational activities, and commitment to promoting positive self-worth and development.

3. The ability to work therapeutically as a team member, to reflect on practice and evidence resilience.

4. Certificate III and Certificate IV in Community Services (Protective/Residential Care) or approved equivalent OR equivalent experience in working with or caring for troubled 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 Working with Children (WWC) Check.

3. Appointment is subject to a satisfactory Client and Child Protection 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.