**Job Description Form**

**Secure Care Worker**

**Position Details**

**Position Number:** Generic

**Classification:** Level 3

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

**Organisational Unit:** Child Protection and Family Support / Statewide Services / Secure Care

**Location:** Perth Metropolitan Area

**Classification Date:**

**Effective Date:** May 2025

**Reporting Relationships**

**This position reports to:**

Assistant Director, 009279, Specified Calling Level 4 (Administratively)

Manager Secure Care, 020473, Level 6

Senior Secure Care Worker, Level 4

**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 Secure Care Worker is responsible for:

* assisting in the transportation and admission of children into Secure Care;
* 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 therapeutic environment and implementation of therapeutic care planning;
* actioning of evacuation and relocation plans, when required;
* contributing to a culturally, emotionally, and physically safe therapeutic environment for children and staff.

**Position Duties and Responsibilities**

**1. Working with Children**

1.1 Provides a high standard of care consistent with the Secure Care therapeutic objectives and the Department’s frameworks.

1.2 Creates and maintains a safe, secure, and caring environment for children, ensuring maintenance of safety at all times and taking physical control when necessary, according to defined standards.

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

1.4 Assists the Senior Secure Care Worker to implement therapeutic strategies to address the effects of trauma experienced by children, adhering to therapeutic and safety plans.

**2. Management**

2.1 When required, supports the operations of Secure Care and ensures compliance with legislation, departmental policies and practices, and management instructions.

2.2 Identifies issues in relation to Secure Care’s 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 Secure Care policies and practices.

2.4 Mentoring and supporting new staff at Secure Care.

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

3.1 Contributes to the continual review of Secure Care therapeutic and safety plans for children.

3.2 As directed, facilitates contact between children and their family members and significant others.

3.3 Monitors and reports on the progress of children.

3.4 Assists the Senior Secure Care Worker with the implementation, monitoring, and evaluation of the therapeutic programme.

3.5 Follows the direction of the Senior Secure Care Worker to maintain the cultural, emotional, and physical safety of children and staff.

**4. Other**

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

4.2 Participates in training, supervision, reflective practice, staff meetings and development programs.

4.3 Undertakes 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. Demonstrated experience working effectively in a child-focussed multi-disciplinary team.

2. Demonstrated high level ability to conduct trauma informed activity programming, based on therapeutic intervention plans.

3. Demonstrated ability to contribute to a culturally safe therapeutic environment for children and staff.

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 / 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.