

# SOUTHERN JUNCTION COMMUNITY SERVICES



## POSITION DESCRIPTION

Job Title	<b>Residential Care Worker</b>
Location	Southern Emergency Accommodation Service (SEAS)
Award/Non Award	Social, Community, Home Care & Disability Services Industry Award 2010
Status under Children's Protection Act 1993	Prescribed
Classification	Level 3 [Crisis Assistance, Supported Housing (SA) Award ]
Reporting Relationship	<ul style="list-style-type: none"><li>• Reports to Team Leader</li><li>• Works closely with:<ul style="list-style-type: none"><li>- Team members on site and coordinators</li></ul></li></ul>
Link to SJCS Structural Framework	This position is placed at 'Team Member' level within the Structural Framework of Southern Junction Community Services Inc

### ORGANISATIONAL OVERVIEW

**Southern Junction Community Services Inc (SJCS)** is a not-for-profit, community organisation with a proud heritage of dynamically responding to the needs of disadvantaged and marginalized young people and families in Adelaide's southern suburbs and the Fleurieu Peninsula that spans over 30 years.

Southern Junction works collaboratively with groups and individuals, other organisations and government agencies to develop and deliver an increasingly diverse range of support and intervention services which enable people to cope more effectively with their current circumstances and make positive choices for the future.

### VISION

The value of all groups and individuals is actively demonstrated by the way they are included and enabled to participate in the community.

### MISSION

Southern Junction Community Services will work in a way that is people focused, flexible and responsive, with an emphasis on early intervention and prevention. Our work will reflect the belief that all people have the right to achieve independence and self-reliance.

### CORE VALUES

Southern Junction Community Services aspires to deliver flexible and responsive services that are underpinned by the following core values:

- **RESPECT** ~ Every person deserves to be treated with respect
- **TRUST** ~ Safety and trust are the foundations of healthy families and relationships
- **INCLUSION** ~ Inclusive communities value and embrace diversity
- **INTEGRITY** ~ Acting in a way that is honest, just and open to others

# SOUTHERN JUNCTION COMMUNITY SERVICES



## POSITION DESCRIPTION

### POSITION SUMMARY

The Residential Care Worker is responsible for providing a safe, secure home like environment for children and/or young people under Guardianship of the Minister housed within SEAS accommodation.

The Residential Care Worker works under the direct supervision of Team Leaders and the day to day direction of Coordinators and contributes to the daily planning of activities within the program together with general housekeeping duties.

The Residential Care Worker may be required to interact with other government and non-government organisations and members of the community as directed.

### KEY RESPONSIBILITY & DUTIES

#### Client Support

- Provide support, care and assistance to individual clients working within established case management guidelines as directed by the individual Social Worker
- Assist clients to develop social and living skills
- Interact with clients in a positive manner that encourages the development of positive relationships with peers, staff and family.
- Actively encourage and participate with clients in a range of educational and recreational activities to enhance their physical, social, emotional and intellectual development
- Maintain an appropriate level of safety for clients and staff whilst providing a home like environment
- Act in a professional manner in all interactions with clients, internal and external stakeholders
- Advise Team Leader / Coordinator regarding the health, wellbeing and progress of clients
- Maintain a duty of confidentiality to clients, volunteers and staff

#### General Housekeeping and Meal Preparation

- Ensure the property is maintained in a clean and hygienic manner at all times in accordance with contemporary housekeeping practices
- Plan and prepare meals for clients that are well balanced healthy food choices
- Comply with site Food Safe Program
- Report any maintenance issues

#### Administration

- Maintain accurate case notes, records of interactions and plans in line with practices and procedures.
- Complete log entries, running sheets, Client incident reports and other documentation as required in a timely manner.

# SOUTHERN JUNCTION COMMUNITY SERVICES



## POSITION DESCRIPTION

### Professional Development

- Actively participate in professional supervision and annual appraisals.
- Attend mandatory training and professional development opportunities as required.

### Occupational Health & Safety

- Follow defined Occupational Health & Safety practices and procedures related to the work being undertaken in order to ensure own and others safety in the workplace.
- Immediately report incidents and assist to identify and resolve any hazards in the workplace.

### SPECIAL CONDITIONS

- A six (6) month probationary period applies.
- A satisfactory criminal history assessment must be completed by SJCS prior to commencing employment. Ongoing employment with SJCS is subject to the employee maintaining a satisfactory criminal history assessment.
- In accordance with the Children's Protection Act 1993 is required to make a mandatory notification of abuse or neglect of a child under the age of 18 if there is a suspicion on reasonable grounds that a child has been, is being or is at risk of abuse or neglect; and the suspicion is formed in the course of the person's work or in carrying out official duties.
- Current Senior First Aid must be held or obtained within 3 months of commencement and maintained thereafter.
- The employee has read, understood and agrees to comply with the Core Values outlined on the first page of the Position Description.
- Holds a current unencumbered Australian Driver's Licence and is willing to drive.
- This position is required to work over 7 days a week, 24 hours a day including undertaking sleepovers.

### SELECTION CRITERIA

- Certificate IV Community Services, Youth Work or equivalent – **essential**
- Sound communication and interpersonal skills to effectively engage and establish rapport with clients, staff and external agencies.
- Ability to prioritise workload, meet deadlines and work independently.
- Demonstrated understanding of appropriate responses to clients with behaviours that demonstrate high and complex needs.
- Ability to work in a team environment and to work collaboratively with internal and external stakeholders.

# SOUTHERN JUNCTION COMMUNITY SERVICES

## POSITION DESCRIPTION



- Experience working with, or demonstrated understanding of the needs of children and adolescents at risk
- Understanding of social justice principles – including equity of access, discrimination and equal opportunity, individuals' rights and privacy.
- Basic understanding of relevant statutory requirements and legislation for children under the Guardianship of the Minister and supported accommodation.

Endorsed: \_\_\_\_\_ Date: / /  
Portfolio Manager

Acknowledged: \_\_\_\_\_ Date: / /  
Employee

Approved: \_\_\_\_\_ Date: / /  
General Manager - Community Services