



## **Candidate Brief: Residential Care Worker**

### **Advertisement:**

#### **Are you passionate about working with children?**

- Casual Residential Care Workers
- Entry into the Welfare Sector

Some children can't live in a home environment for a range of reasons. CAFS provide support to these children in a setting as close as possible to a family home.

We currently have casual vacancies for Residential Care Workers to provide care for children and young people up to 18. This care is across 24 hrs, 7 days per week, covering day shift, afternoon shift and an evening shift including a sleepover. We are looking for people who are confident working with children with complex needs, and can be part of our team providing practical and emotional support.

Qualifications are an advantage, and study in Residential care or Welfare is recommended. If you are selected for a role, you will be required to gain first aid qualifications, a working with children check and a police check.

**For more information please contact Ingrit Macpherson on (03) 5337 3313**



**Placement & Support  
Position Description  
Casual Residential Care Worker**

**Vision:**

***Wellbeing, respect and safety for all children and families***

**Values:**

All CAFS staff are expected to demonstrate the following values and personal competencies:

<b>Values and Personal Competency</b>	<b>Description</b>
Flexibility	Being adaptable to changing circumstances in the workplace, prioritising work, addressing what is most important and taking advantage of new and emerging opportunities
Resilience	The capacity to recover from setbacks, overcome obstacles and impediments, and the ability to learn from experience and identify areas for self development
Client/Member focused	Prioritising the needs of clients and members, aiming for best outcomes for clients and members, being focussed on the outcome and following through with commitments
Inclusive	Recognising the rights of others, being committed to social justice and social inclusion, making equitable decisions and respecting and valuing difference and diversity in all its forms
Ethical	High standards of personal integrity, being truthful and reflecting expected standards of behaviour consistent with the CAFS Code of Conduct and professional Codes of Ethics
Collaborative	Working with others to achieve common goals, engendering a spirit of teamwork, listening actively, inspiring confidence and demonstrating empathy when confronted with adversity

**Position Title:**

Casual Residential Care Worker

**Classification:**

Child & Family Services Collective Agreement

Classification depends on qualifications, experience and the nature of the work undertaken as expressed in individual contracts.

Casual loading is applicable.

**Location:**

Ballarat: Residential Care Units as specified in the general Ballarat area.

**Directly Responsible To:**

Residential Care Coordinator

**Qualifications and Experience:**

**Minimum:** A current First Aid Certificate (Level 2) or an undertaking to complete within 8 weeks from the date of commencement.

Experience interacting or working with children and young people in an employment, volunteer or domestic environment.

Experience or interest in working with children in a Residential Care setting.

**Preferred:** Qualifications in Residential Care, Certificate IV in Community Services (Protective Care). OR

Certificate or Diploma Qualifications in Welfare, Children Services, Early Childhood, Education, or Community Care. OR

Desire and commitment to gaining qualifications in Residential Care, Community Service or Welfare.

**Scope of Position:**

Child & Family Services Ballarat Inc. is a major provider of services for children, youth and families within the Ballarat community. The position of Residential Care Worker is located within the agency's residential care program which provides care for children and young persons aged up to 18 years of age.

The target group for the agency's Residential Care Program is made up of statutory clients who may display challenging behaviour and/or special needs that require a highly structured placement within a semi controlled environment.

The role of the Residential Care Worker is to provide professional care and support for the needs for the children and young people who reside in the residential care facilities. This includes managing the domestic environment

and day to day activities, providing direct care and support as well as working with case managers to promote the health, emotional, social, recreational and educational well being of children in care.

The majority of the children in residential care work with specialist therapeutic providers, and the Residential Care Worker is expected to be part of the care team that will work collaboratively with specialist therapeutic providers and CAFS case managers to ensure the children experience a consistent approach in a supportive environment.

### **Duties and Responsibilities:**

#### **Support for Children and Young people in Residential Care:**

- Provide professional care and ensure the well being for children and young people who reside in a Residential Care Facility.
- Act as a positive role model for children.
- To support the children in care by undertaking daily life and domestic activities such as travel to and from school, cooking, cleaning, shopping, attending medical appointments, and other day to day activities.
- To support children's independence and personal responsibility by guiding them through personal activities such as making lunches, packing school bags, homework, tidying activities and looking after their belongings.
- Proactively use agreed behaviour support strategies to guide and direct challenging behaviour of children.
- As part of a Care Team, support the implementation of specific therapeutic interventions in conjunction with the case manager and specialists.
- Actively engage with children and develop positive relationships with children through day to day activities.
- In conjunction with the respective agency Case Manager and Coordinator, to promote the physical, emotional, social, health, recreational and educational well being of residents.
- To administer medicine in line with medical practitioner advice and record dispensing of medicine appropriately.
- Take active involvement in linking children and young persons into appropriate community networks and supports
- Work constructively with natural families and other significant persons within a child or young person's network when required.
- Facilitate the transition of the children and young persons both into and out of the Residential Care Program.

## **Management of Residential Care House**

- To conduct the daily domestic duties to ensure that the house is regularly and consistently cleaned and maintained in a sanitary and tidy manner.
- Maintain the vehicle allocated to the house in an operational manner and ensure that the vehicle has adequate petrol and is kept clean and tidy (internally) at all times.
- Maintain house communication books and diary on a daily basis.
- Complete case notes on a daily basis.
- Manage household expenditure, petty cash, receipts and pocket money appropriately and keep accurate records.
- Engage in hand over meetings with other co-workers and discuss and review daily experiences with a view to consistent management in the Residential Care Facility and consistent experiences for children in care.
- Support staff in allocation of tasks and meeting the needs of the facility and children in conjunction with the care team members.
- Respond to evening and night time alarms and manage night time disturbances amongst children.

## **Compliance with Regulatory Requirements**

- Complete case notes and complete written communications and reports on a daily basis in a timely and accurate manner.
- Complete incident reports and follow up incidents with the direct Supervisor.
- Comply with the Department of Human Services, Minimum Standards and Outcome Objectives for Residential Care Services in Victoria.
- As part of a Care team to ensure the implementation of strategic planning as identified within the residents' Best Interest Plan (DHS) and actively support achievement of goals within the plan.
- Attend review meetings as appropriate and prepare information for review meetings.
- Meet all privacy and confidentiality requirements and respect the privacy and confidentiality of children in care and their families.

## **Occupational Health and Safety**

1. Promote a safe working environment, ensure a culture of awareness of personal safety and comply with relevant OHS requirements.
2. Manage difficult situations with a focus on personal safety and safety of the child in care.
3. Encourage children to undertake day to day tasks and behave in a safe and responsible manner.

## **Policy and Procedure**

4. Follow all CAFS policies and procedures.
5. Engage in formal and informal performance discussions and supervision sessions with the Residential Care Coordinator or delegated supervisor.

## **Key Selection Criteria:**

1. Desire to work with children in a residential care setting.
2. An appreciation of child and adolescent behaviour.
3. The ability to perform domestic duties in relation to running a house and caring for children/young people.
4. Demonstrated capacity to relate closely to a child or young persons and respond to their emotional needs and wellbeing.
5. Confidence and ability to implement behaviour support strategies to deal with challenging behaviour in children and young people.
6. Excellent communication and interpersonal skills.
7. Ability to problem solve, make decisions and engage others in the decision making processes.
8. Sound writing skills and ability to complete case notes and reports.
9. Basic computer literacy and an ability to manage word files and emails.
10. Ability to work effectively and professionally within a team environment.
11. Excellent organisational skills and time management skills.
12. Level 2 First Aid qualifications or a commitment to complete these within 8 weeks of commencement.
13. Qualifications in Residential Care, Certificate IV in Community Services (Protective Care). OR  
Certificate or Diploma Qualifications in Welfare, Children Services, Education, or Community Care. OR  
Desire and commitment to gaining qualifications in Residential Care, Community Service or Welfare

***This is an extract of the internal Position Description. All successful candidates will be given a copy of the full position description.***



## **Employment requirements:**

### **Working with Children Check:**

All candidates are required to have a current Working with Children Check (Employee not Volunteer). To apply for a Working with Children Check, visit your nearest post office to obtain a form and book in for an appointment.

### **Police Check:**

Child and Family Services conducts a Fit2Work check for all candidates prior to an offer of employment. A Fit2Work check is an online Police Check. The following original documentation is required for a Fit2Work check:

1. Any of the following original documents: your Birth certificate, Certificate of Citizenship or Australian Passport (to establish your right to work in Australia). If you were not born in Australia, please provide original documentation proving your right to work in Australia e.g. relevant Visa;
2. Original or certified copies of Qualifications (as quoted in your CV or at interview);

### **Commitment to child safety:**

All children and young people involved with CAFS have the right to feel and be safe. As stated in our Vision and Mission, child safety and wellbeing is our primary concern. We therefore ensure our work environments are child safe and child friendly. All existing staff as well as new staff within CAFS programs and services are required to commit to child safety and wellbeing, and to be aware of the impact on children of the issues we may be working on with others.

### **Participation in the Recruitment Screening Process:**

All prospective candidates applying for positions with CAFS will be thoroughly screened, have qualifications verified and required to provide 3 work related referees. Candidates are recommended to speak to their referees about their application for this role and have current contact details (landline and mobile number) available if selected for interview.



### **Application process:**

To apply for this position you are required to provide:

- A current resume or curriculum vitae;
- A covering letter outlining your interest and reason for applying;
- A separate word document with written answers to following selection criteria:
  - i. Desire to work with children in a residential care setting.
  - ii. An appreciation of child and adolescent behaviour.
  - iii. The ability to perform domestic duties in relation to running a house and caring for children/young people.
  - iv. Demonstrated capacity to relate closely to a child or young persons and respond to their emotional needs and wellbeing.
  - v. Confidence and ability to implement behaviour support strategies to deal with challenging behaviour in children and young people.
  - vi. Ability to work effectively and professionally within a team environment.
  - vii. Excellent organisational skills and time management skills.

Further information:

**For more information or clarification on application requirements, please contact Ingrid Macpherson on (03) 5337 3313**

- \* Applications can be lodged on line at [www.cafs.org.au](http://www.cafs.org.au), hand delivered to Ludbrook House, 115 Lydiard Street North, Ballarat or by an appointment booked through Ingrid for a verbal application. *(Please note that verbal applications will only be provided in appropriate circumstances and is not a shortcut to interview.)*