

Mission Australia

About us:	<p>Mission Australia is a national Christian charity that has been standing alongside Australians in need since 1859. Our vision is for an Australia where all of us have a safe home and can thrive.</p> <p>We deliver homelessness crisis and prevention services, provide social and affordable housing, assist struggling families and children, address mental health issues, fight substance dependencies, support people with disability and much more.</p> <p>Given the right support, we believe everyone can reach their full potential. That's why we stand together with Australians in need, for as long as they need us.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	End homelessness and ensure people and communities in need can thrive.

Position details:

Position Title:	Residential Youth Worker (BB)
Executive Function:	Community Services
Award/Agreement:	Service Delivery Enterprise Agreement
Classification:	Community Services Worker
Level:	Level 2
Business Unit/Program:	Triple Care Farm Batemans Bay
Reports to:	Program Manager
Position purpose:	Acting as an appropriate role model to students, the Residential Youth Worker is responsible for maintaining an orderly residence where young people learn to live with others and develop appropriate living skills, including budgeting, meal preparation, house cleaning, general self-care and personal hygiene routines.

Position requirements (What are the key activities for the role?)

Key Result Area 1	Child and Youth Safe Practice
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Demonstrate knowledge of the <i>National Principles for Child Safe Organisations</i>. • Comply with core responsibilities set out in the MA Child & Youth Safe policies, procedures and supporting documents to practice as required by the role. 	<ul style="list-style-type: none"> • A child and youth safe service environment is supported in accordance with the <i>National Principles for Child Safe Organisation</i>. • Sound application of policy to child and youth safe practice is demonstrated.

<ul style="list-style-type: none"> Proactively raise concerns about any issues that affect the safety and wellbeing of children and young people engaging with MA services. 	<ul style="list-style-type: none"> Concerns about the safety and wellbeing of children and young people are identified and responded to effectively.
<p>Key Result Area 2</p>	<p>Client Support and Supervision</p>
<p>Key tasks</p>	<p>Position holder is successful when</p>
<ul style="list-style-type: none"> Induct students into the service including the property, facilities, regulations and expectations and the Student Handbook. Support the progress of student residents towards the achievement of their casework goals and their movement through the three stages of the Triple Care Farm program. Maintain acceptable standards of student conduct in accordance with the program’s established rules. Establish positive working relationships with student, endeavoring to understand and interpret their behaviour, thus influencing positive attitudinal and behavioural change. Develop menus to ensure they are nutritious and varied, and that the special dietary needs of individual students are met. Provide education and guidance to students on meal preparation and food handling. Provide guidance and education as required monitor students’ ability to maintain satisfactory standards of personal care, hygiene and grooming. Ensure that all cottages are maintained in a tidy and hygienic condition at all times. Resolve student complaints or refer them to the Coordinator or program Manager. Ensure the safe storage and distribution of student medications and the maintenance of essential medical records in each of the Farm’s cottages. Report student illnesses or injury to facilitate any necessary treatment or first aid. 	<ul style="list-style-type: none"> Clients are thoroughly inducted into the service and are fully aware of their rights and responsibilities. Clients are supported in their progress towards targets with positive outcomes achieved. Students comply with internal and external regulations with minimal non-compliance maintained. As far as practicable, students demonstrate the ability to live successfully in a group setting with minimal con-compliance maintained. All cottage menus are nutritional and meet the needs of all students. Students are able to prepare, cook and serve a meal. Students observe daily personal hygiene routines including oral care; clothes are regularly washed. Cottages are clean hygienic and tidy at all times. Students actively participate in the daily chores roster. Student incidents are documented and addressed in a timely and effective manner. Student medications are kept secure at all times, administered appropriately and documentation is accurate and up to date. Full compliance with reporting policies and procedures is achieved

<ul style="list-style-type: none"> • Ensure the maintenance of Log and Communication Books as described in the Policy and Procedure Manual including the recording of incidents and events occurring on residential shifts. 	
<p>Key Result Area 3</p>	<p>Program Support</p>
<p>Key tasks</p>	<p>Position holder is successful when</p>
<ul style="list-style-type: none"> • As required contribute to case planning-monitoring meetings with the Case Coordinator, to ensure the progress of individual students through their programs and towards the achievement of their goals. • Assist, at every opportunity, the ongoing development of the Triple Care Farm program through the maintenance and expansion of life skills training and recreational, leisure and social activities aimed at the overall development of students. • Participate in staff meetings, workshops, training courses as required, to improve professional knowledge and skills and the overall service quality offered at Triple Care Farm. • Ensure cottage furnishings, equipment and stores are maintained and used with due care. • Undertake any associated duties as requested or directed by the Program Coordinator or Program Manager. • Ensure the maintenance of Log and Communication Books as described in the Policy and Procedure Manual including the recording of incidents and events occurring on residential shifts. 	<ul style="list-style-type: none"> • Active participation and contribution to case planning-mentoring meetings is achieved. • Students participate on a range of sporting, leisure and general fitness activities in line with their individual case plan and personal goals. • Active contribution is made to the development of the program including participation in staff training and development. • Cottages are well resourced and maintained at all times. • Associated duties are completed efficiently.
<p>Key Result Area 4</p>	<p>Administration</p>
<p>Key tasks</p>	<p>Position holder is successful when</p>
<ul style="list-style-type: none"> • Ensure the efficient maintenance of up to date records, case notes and reports on each of the students. • Maintain residential files ensuring behaviour records, progress notes are filed in correct order. 	<ul style="list-style-type: none"> • Appropriate notes are kept for all students and reports are written in line with required MA and external standards. • Residential files are created and maintained, with 100% accuracy. • Petty cash is kept up to date and balanced. • All log books are completed and accurate.

<ul style="list-style-type: none"> • Ensure that all petty cash is accounted for and that relevant receipts are handed into administration. • Ensure that all vehicle log books are signed and dated correctly. • Ensure that fleet vehicles are well maintained, clean and that any damage is reported promptly. • Ensure that you have MyTime details entered correctly. 	<ul style="list-style-type: none"> • Vehicles are maintained in good condition. • MyTime logging is completed correctly.
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Note - The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested.

Work Health and Safety

Everyone is responsible for safety and must:

- Maintain a safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Purpose and values

- Actively support Mission Australia's [purpose and values](#)
- Positively and constructively represent our organisation to external contacts at all opportunities
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times
- Operate in line with Mission Australia policies and practices (e.g. Financial, HR, etc.)
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Contribute to an organisational culture that promotes Mission Australia's [commitment to the safety and wellbeing of all children and young people](#)
- Actively support Mission Australia's [Reconciliation Action Plan](#).

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Relevant degree or diploma and / or at least three years' experience in adolescent residential care or related discipline.
- Ability to work as part of a team
- Demonstrated sound interpersonal and communication skills
- Understanding of adolescent mental health issues
- Ability to communicate with adolescents
- Understanding of duty of care
- Computer literacy
- Apply First Aid Certificate

Key challenges of the role

- Managing challenging behaviours; applying appropriate boundaries and consequences where necessary, and assisting students to develop key skills in interpersonal relationships.

Compliance checks required

Working with Children Check	<input checked="" type="checkbox"/>
Vulnerable People Check	<input type="checkbox"/>
National Police Check	<input checked="" type="checkbox"/>
Driver's Licence	<input checked="" type="checkbox"/>
Reasonable evidence of full vaccination against COVID-19	<input checked="" type="checkbox"/>
Other (prescribe)	<input type="checkbox"/>

Approval

Area Manager Helen Fuller – Area Manager

Approval date 15 June 2022