

## Position Description

<b>Title</b>	Support Worker
<b>Business unit</b>	Youth Residential Services
<b>Location</b>	East Metro – Ashburton, Ashwood, Box Hill & Glen Waverley
<b>Employment type</b>	Part time & Casual
<b>Reports to</b>	Team Leader

### About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We have been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the North, Mallacoota in East Gippsland, the Wimmera region in the West, and across Tasmania.

We empower children, young people and families to learn and thrive. We are there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We are proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

The Support Worker provides high quality care and support within a 24-hour residential setting to children and young people who can no longer live with their families.

### 2. Scope

**Budget:** nil

**People:** nil

### 3. Relationships

#### Internal

- Child, youth & families residential staff
- Support staff

#### External

- Clients and their families
- Government funding bodies

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#### **4. Key responsibility areas**

##### **Service delivery**

- Be the primary carer responsible for the young people
- Ensure young people's rights and interests are protected at all times
- Demonstrate respect for young people at all times
- Demonstrate empathy and resilience
- Identify needs and assist in the design and implementation of plans for each young person
- Ensure the duty of care is undertaken in a professional manner with due regard to relevant Uniting and Department of Health and Human Services policies and procedures
- Maintain a high standard of supportive and therapeutic care to meet the physical, emotional and social needs of the young people, ensuring their safety and wellbeing
- Be an effective and appropriate role model for the young people in areas such as developing and maintaining relationships, conflict resolution, goal setting and completing tasks
- Able to work a variety of different shifts including sleepovers

##### **Communication**

- Actively listen and ask appropriate questions when working with young people
- Speak politely and explain issues clearly to young people
- Communicate appropriately and professionally with young people

##### **Teamwork**

- Maintain and understand own role in achieving organisational mission
- Follow work plans and prioritise key tasks
- Openly share information, participate and contribute to team discussions
- Value diversity in teams and support team members

##### **Personal accountability**

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
  - Based on a relationship with a current member of Uniting's workforce
  - Based on my ongoing work with another organisation

## Position Description

### Support Worker

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## 5. Person specification

### Qualifications

- A minimum qualification of Certificate IV in Child, Youth and Family Intervention or other relevant recognised qualification must be held or underway
- Current valid driver's license
- Current first aid level 2 (including CPR)

If not included in your qualification, you will be required to complete the mandatory units of competency:

- CHCMHS007 – Work effectively in trauma informed care
- CHCPRT009 – Provide primary residential care
- CHCCCS009 – Facilitate responsible behaviour

It is expected that the mandatory units of competency (including the workplace hours and assessments) are completed within 12 weeks of enrolment, on commencement of employment with Uniting.

Additionally, if you are undertaking the minimum qualification, you are expected to complete the qualification within the timeframe prescribed by the education training provider (generally within 12 months).

### Experience

- Experience in the residential and community services field and in the provision of care and support to children in 'out of home care' is desirable
- Experience and demonstrated ability to work with young people who have experienced past trauma and abuse which may manifest in behavioural difficulties is desirable

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
  - **Teamwork:** willing to be proactive and help others, and contribute to the continuous improvement of a positive, collaborative and effective work environment
  - **Results focus:** focused on optimal outcomes for clients
  - **Professionalism:** executes day-to-day activities in a positive, friendly and enthusiastic manner
  - **Culturally aware:** positively utilises and values diversity as a strength
  - **Client focused:** prioritises the needs of clients
  - **Communication:** clear and effective communication skills
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## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**