

# Position Description

<b>Title</b>	Care and Placement Services Support Worker
<b>Business unit</b>	Children, Youth & Families
<b>Location</b>	126 Raymond Street, Sale, Victoria 3850
<b>Employment type</b>	Casual
<b>Reports to</b>	Team Leader, Targeted Care Packages

## 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're 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 Care and Placement Services Support Worker is responsible for working with children and young people placed within out of home care services and programs. This role will support children and young people with their daily living and community access and contribute to developing and implementing strategies to support positive behaviours.

This position will also be part of a wider care team which has a primary focus on ensuring that the physical and emotional wellbeing of children and young people in out of home care is maximised.

## 2. Scope

**Budget:** nil

**People:** nil

## Position Description

### Care and Placement Services Support Worker

### 3. Relationships

#### Internal

- Children and Young People
- Foster Carers / Kinship Carers
- Agency staff

#### External

- Department of Health and Human Services
  - Other community service providers as required
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### 4. Key responsibility areas

#### Service delivery

- Support children and young people in community placements including emergency, respite, short term, long term, kinship and retainer care
- Liaise with program staff at the beginning and end of each activity to work as an effective team member.
- Participate in the development and implementation of a range of strategies which assist young people to address areas of difficulty in a positive manner conducive to their personal growth and development
- Other duties as required or directed

#### Administration

- Maintain current and accurate case notes, records and statistical information.
- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe

#### Quality and risk

- Undertake activity responsibility for medications, finances, incidents and reporting as required
- Report incidents to program staff and management as required

#### 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

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### Care and Placement Services Support Worker

- 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
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## 5. Person specification

### Qualifications

- Diploma of Community Services or related field (working towards will be considered)

### Experience

- Demonstrated knowledge and understanding of issues surrounding the out-of-home care system and the available resources and services in Gippsland.
- An awareness of child/adolescent behaviour and development
- Conflict resolution and negotiation skills, and the ability to manage challenging behaviours and situations

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
  - **Child safety:** demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect
  - **Interpersonal skills:** respect the uniqueness and value of every individual, ability to build rapport with and motivate young people
  - **Problem solving:** demonstrated ability to develop creative solutions to issues that arise within the community or workplace using community development principles to achieve optimal outcomes for consumers
  - **Teamwork:** cooperates and works well with others in pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others feelings and ideas; accommodates and works well with the different working styles of others; ability to work autonomously whilst still achieving program outcomes.
  - **Professionalism:** a professional approach to service delivery and work performance
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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.

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

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