

# Position Description



<b>Job title</b>	Primary Carer
<b>Department</b>	Children Services – Family Group Homes
<b>Reports to</b>	Operations Lead
<b>Date prepared/reviewed</b>	January 2020
<b>Location</b>	Various Uniting sites
<b>Position Details</b>	Permanent Full Time/Part Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

## Position Objective

Brief summary of position's purpose

The purpose of this position is to provide home environments meeting the individual needs of children in the care of the CEO (Department of Child Protection and Family Services) through the Better Care, Better Service standards and best practice principles of therapeutic care.

## Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

**Imaginative** – We challenge convention, explore new possibilities and dare to dream for a better future

**Respectful** – We act with honesty and integrity, and open our hearts to all people without exception

**Compassionate** – We are nurturing, generous and thoughtful in our words and deeds

**Bold** – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

## Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

- Ensure the rights and responsibilities of children are upheld through the meeting of the Better Life, Better Service Standards
- Monitor service user's physical and emotional wellbeing, noting any concerns in case notes and reports to the Case Worker and or Therapeutic Specialists
- Participate in service user's planning meetings and ensure that plans are implemented and goals are worked towards
- Spend time listening to and supporting service user's providing appropriate attachment as directed by the Therapeutic specialists
- Work as a team in providing therapeutic strategies and interventions as discussed and directed by the Therapeutic specialists and case worker
- To provide input and feedback to the Therapeutic team in relation to success of strategies supporting the therapeutic needs of the child
- To ensure guidelines on communication are upheld with Uniting staff and DCPFS staff
- To be open and reflective in working with the children in care, Uniting and DCPFS in the meeting of the children's needs
- Ensure a home environment in which the daily home requirements for a child are met such as healthy meals, clean clothes, tidy and clean house, appropriate private spaces, functional motor vehicle, ability to own and possess personal items, shared communal areas
- Distribute medication according to medication administration policy
- Facilitate each service user's participation in recreational and social activities as appropriate
- Provide personal care where appropriate and required
- Encourage and support service users to make informed decisions and choices
- Assist service users in participating in the maintenance and upkeep of their home
- Transportation of service users to and from school, recreational activities, appointments and within the community as a whole
- Follow procedures and familiarise self with service user's profiles
- Work alongside families to facilitate quality service for the service user
- Training us undertaken and demonstrated within service provision
- Ensure appropriate strategies are used to de-escalate situations whereby the service user may be angry or aggressive
- Participate in staff meetings, training and supervision as required
- Ensure that all account books are balanced and correct at the end of the shift
- Ensure case notes, reports, communication book and diary are clear, legible and precise
- Provide reports to Case Worker and Team Leader in the event of incidents or observations
- Ensure service user's information is accurate and up to date
- Complete attendance sheets, activity reports and other records and documentation as required.
- Ensure that safety considerations are a priority in all work undertaken by employees and volunteers and all critical incidents to Team Leader
- Participate in job safety analysis and support the implementation of outcomes
- Follow the incident reporting process and procedures, constructively supporting the investigation process to identify causal factors and systemic improvements

- Any other duties that may arise from time to time which fall within the parameters of this role and within the level of skills, competency and training of the incumbent.

#### Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

#### Competencies

The knowledge and soft skill requirements necessary for this position.

- Demonstrated communication skills to record information, listen to and communicate effectively with service users and other staff
- Demonstrated interpersonal skills to liaise with other agencies involved in the service users' life
- Demonstrated ability to provide personal care support
- Demonstrated ability to work in a team environment, skills to work cooperatively with other staff
- Ability to perform duties of a household domestic nature
- High level of skills in household management
- Positive and contemporary attitude towards children in care
- Ability to participate in a broad range of recreational activities
- Excellent negotiation and conflict management skills
- Ability to work independently, handle complex situations and be flexible
- Ability to work in ways that are congruent with the values of Uniting and the Uniting Church in Australia.

#### Qualifications

Education, experience and technical skills required for this position.

- Current Provide First Aid Certificate
- Current National Police Clearance
- Current Working with Children Clearance
- Child Protection Record Screening Check
- Current WA Driver's Licence
- Knowledge of Therapeutic Care practices and childhood development
- Working with children in care - preferably in an accommodation service

### Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

This position will be required to engage with the following external parties:

- DCPFS and other government agencies
- Families/friends
- Other relevant non-government service providers
- Service User's family and friendship networks

In addition, this role may require the incumbent to work some weekends and perform out of hours' work.