



Job Package

Project: Pathways Residential – Out-of-Home Care

Position: Casual Direct Care Staff – Residential Unit



CASUAL DIRECT CARE STAFF

Pathfinders is a community based organisation providing supported accommodation and homelessness services, family and youth support services, Juvenile Justice and Out of Home Care services across the New England and North West Tablelands of NSW. Our Pathways Residential service will provide residential care for Children and Young People in Armidale, Glen Innes, Inverell, Tamworth and the Far North Coast who are under the parental responsibility of the NSW Minister for Community Services.

The Pathways program aims to provide a homelike environment for residents, build positive coping strategies and maintain and develop links between the residents and their natural families and community. The Pathways program aims to meet high standards for health, education, vocation and social competencies amongst all residents.

Essential Criteria:

1. Ability to interact with and form healthy relationships with young people
2. Commitment to ethical work practices including maintaining professional boundaries
3. Excellent verbal and written communication skills
4. Ability to work both independently and as part of a team
5. Computer literate with reasonable typing skills
6. Able to work shift work and weekends
7. Willingness to adopt the Pathways program philosophy and engage in training when provided
8. First Aid Certificate or willingness to obtain
9. Provide a copy of unencumbered driver's licence
10. Provide a current paid NSW Working with Children check number
11. Provide a current National Criminal History check

Desirable Criteria:

- a. Relevant tertiary qualifications and/or relevant experience in a human services setting
- b. Experience in working with Children and Young People in OOH or other vulnerable youth
- c. Knowledge of the rights of Children and Young People and a commitment to upholding and advocating for them

Salary:

Social, Community, Home Care and Disability Services (SCHADS) 2010 Award - Grade 3 plus penalty rates for shift work including weekends, superannuation and salary sacrifice option. This rate is subject to negotiation based upon experience and qualifications. A 6 month probationary period will apply. The successful applicant will be required to provide their Working with Children and Criminal History Check.

Inquiries:

For further information please contact the HR Co-ordinator Susan Ticehurst on 0437 695 129 or email hr@pathfinders.ngo



Guide for applicants

Pathfinders observe EEO principles when selecting and recruiting staff. Positions are offered on the basis of merit, that is, the applicant considered to be the most capable of doing the job is selected.

Qualifications, experience, skills, standard of work, and personal qualities relevant to the position advertised are considered when making the decision.

How to apply

Applicants MUST follow these steps to be considered for the position.

1. Prepare a typed application which includes:
 - A statement against each of the essential and desirable selection criteria for the position, in paragraph format, giving examples to demonstrate how you meet them.
 - A current resume detailing your relevant skills and experience.
 - A photocopy of your relevant academic qualifications.
 - The names and phone numbers of three Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to hr@pathfinders.ngo OR
3. Place application in an envelope marked “Confidential” and post to:

Human Resources Manager
Pathfinders
87 Beardy Street
ARMIDALE NSW 2350

Pathways runs on a rolling recruitment system, meaning that there is no closing date for applications. We always have need for new staff and our interview process is initiated when we have the required number of successful candidates.

Interview

If you are selected for an interview, you will be contacted by telephone. If you need wheelchair access, an interpreter because you are hearing impaired, or have any other requirements, please advise so we can make appropriate arrangements.

Interviews are conducted by a selection panel.

Only questions related to the requirements of the position will be asked.



POSITION DESCRIPTION

CASUAL DIRECT CARE STAFF

Position Title:	Direct Care Staff
Responsible to:	Team Leader - Pathways Residential Unit
Position Status:	CASUAL
Salary:	SCHADS Award Grade 3 – <i>negotiable based upon experience and qualifications</i> (plus penalty rates for shift work including weekends)
Hours:	Variable on basis of shifts worked.

Purpose of position

Direct Care Staff will work with team members to deliver Out of Home Care (OOHC) services in a residential setting to Children and Young People in Care.

Direct Care Staff will develop and provide a safe, nurturing and home-like environment for Children and Young People in residence utilising the programs Circle of Courage philosophy.

Reporting relationship and accountability

Direct Care Staff will:

1. Be responsible to the Team Leader - Pathways Residential Unit
2. Implement strategies and tasks set by the Team Leader and caseworker to achieve the goals of the OOHC Residential Service
3. Participate in the day-to-day operations of the OOHC Residential Service



Specific tasks and responsibilities

Direct Care Staff will:

1. Work to provide a caring, stable and structured residential care environment for Children and Young People in accordance with Pathways Residential Policy and Procedure, Philosophy (including RAP), Principles and the NSW OOHC standards
2. Provide day to day care for Children and Young People in ways which meet their developmental needs (physical, emotional, intellectual and spiritual), and have a positive effect on their self esteem, attachment and security, in accordance with duty of care requirements and agency processes and philosophies
3. Perform a range of care and development tasks such as maintaining the physical environment, domestic duties, attending to health, nutrition, medical, educational and recreational needs of Children and Young People
4. Provide appropriate support and assistance to Children and Young People who have experienced abuse/neglect, trauma, separation, grief and loss and who present with challenging behaviours
5. Assist Children and Young People to develop social skills, problem solving and independent living skills as appropriate to their age and stage of development
6. Participate in the delivery of Behavioural Management Plans including management strategies, awareness of behavioural triggers and engaging in a therapeutic culture within the Residential Unit
7. Maintain appropriate daily notes using the AIMS system, vehicle diary and any other paper work relevant to the service to an acceptable standard
8. Model behaviours, values and actions that will provide positive reinforcement for Children and Young People in Pathways Residential care in accordance with the Circle of Courage.
9. Maintain professional and personal boundaries with staff and clients at all times
10. Adhere to the Staff Code of Conduct
11. Attend and participate in regular staff meetings and professional development meetings.
12. Respect the confidentiality and human rights of the Children and Young People at all times
13. Actively participate in all matters or issues which foster teamwork and overall service quality
14. Positively promote the agency and build networks with other agencies
15. Present all accounts, timesheets and financial matters for or processing to team leader
16. Ensure that Pathfinders property and vehicles are maintained to the appropriate standard
17. Work shift, weekend and public holidays as directed
18. Complete all reasonable tasks as directed by the Pathways Residential Manager



I acknowledge I have read and understood my responsibilities associated with this Job Description.

Signature: _____

Date: ___/___/___

PATHFINDERS - PURPOSE AND GOALS

PATHFINDERS VISION

Thriving communities, in which all fully participate and develop freely through mutual trust and acceptance.

PATHFINDERS MISSION

To empower people to live with hope and equal opportunity to achieve their potential.

Pathfinders Core Business

- Prevention of Youth homelessness through the provision of accommodation and support services (including refuges, OOHC residential and supported family group homes, OOHC Supported Independent Living Programs, foster care support programs and foster care programs, mediation, family counselling and advocacy services)
- Providing independent living skills training programs to enhance the well - being of families, Children and Young People
- Providing re-integration and socialisation programs for Young People who have been separated from their families and from our communities
- Providing family preservation services, supervised contact, therapeutic camps/ activities, after care, residential and support services to Children in Out of Home Care
- Providing a range of family and Youth support services developing community partnerships and capacity building within the sector

Service Principles

Pathfinders utilises the following principles to guide provision of services to families, Children and Young People:-

- Pathfinders has a community based focus in the provision of services.
- Pathfinders acknowledges the rights of all families, Children and Young People to social justice, economic and social equality and to be free from discrimination on the basis of religion, gender, race, sexuality or disability.
- Pathfinders utilises individualised and flexible case planning on a strengths based model.
- Pathfinders supports culturally appropriate interactions with families and Children.



- Pathfinders ensures families and Children are active stakeholders in the process of service delivery.
- Pathfinders encourages a team approach to support service provision.
- Pathfinders strives to achieve strong collaboration with its service partners.
- Pathfinders aims to provide timely and appropriate services on the basis of need.
- Pathfinders utilises sound corporate governance principles to inform the operations of the organisation.
- Pathfinders believes that all people have the potential to achieve their goals when they have strong connections to peers and community, have support during times of difficulty and are supported with a sense of hope for the future.

Service Provision

Families, Children and Young People are provided with:-

- Access to appropriate accommodation, which is safe and secure, the resources required to maintain the accommodation, and income support where required
- Opportunities to participate in education, training and employment
- Resources that support their participation in decision making
- Assistance to link with appropriate support agencies
- Resources to assist clients to attain and maintain adequate levels of physical and mental health
- Support to maintain close relationships with significant people in their lives
- Support to reduce isolation, connectedness and independence, and enhance individual self esteem.
- Restore, maintain and enhance family relationships, where possible.
- Essential living and survival skills
- Flexible options to meet the individual needs of the family, child and Young Person.