



## Job Package

Non Placement Support Service (NPSS) Worker

Inverell/Armidale

### **Pathfinders**

Pathfinders is a large community-based organisation providing Supported Accommodation and Homelessness services, Family and Youth Support services, Family Referral Services, Disability services and Out of Home Care services.

Offices are located across the New England and North West Tablelands of NSW in Armidale, Inverell, Glen Innes, Tamworth and Moree and Coastal operations including Far & Mid North Coast Regions in Lismore, Casino, Coffs Harbour, Kempsey, Taree and Port Macquarie.

### **Non Placement Support Service worker**

The Non Placement Support Service (NPSS) program is a fee-for-service brokerage partnership with Community services and other Non Government Organisations (NGO's). Community services contract Pathfinders to provide a range of services to provide children and young people in Out of Home Care (OOHC) and their families through Individual Client Arrangements.

The program provides supervised contact, supervision in temporary accommodation and mentoring for children and young people aged 0-17 years old. Support is also provided to carers through transport to appointments, preschool, respite placements and changes of placements. All staff has a strong commitment to privacy and is expected to maintain strict confidentiality standards. Report writing is also mandatory for staff.

### Essential Criteria

1. Ability to interact and mentor with and form healthy relationships with children & young people aged 0-17 years old
2. Commitment to ethical work practices including maintaining professional boundaries
3. Excellent verbal and written communication skills including report writing skills suitable for providing to both internal/external sources
4. Ability to work both independently and as part of a team
5. Ability to display appropriate conversations and assertiveness when supervising birth families
6. Computer literate with reasonable typing skills
7. Able to work shift work and weekends
8. Willingness to adopt the Pathways program philosophy and engage in training when provided
9. Possess a First Aid Certificate or willingness to obtain
10. Possess a current unencumbered NSW driver's licence
11. Possess a current paid NSW Working with Children Check Number and National Criminal History Check.

### Desirable Criteria

1. Relevant tertiary qualifications and/or experience in community services, children's services or family work

### Salary

#### SCHADS Award (Grade 3.1)

This rate is subject to negotiation based upon experience and qualifications. The successful applicant will be required to provide a paid NSW Working with Children and National Criminal History Check. Salary packaging opportunities exist.

#### **Special Conditions:**

- This position is identified as child related employment and Prohibited persons under the Child Protection (Offenders Registration) Act 2000 are not eligible to apply. The successful applicant will be required to undergo a NSW Working with Children and National Criminal History Check.
- The position is only available, on an as needs basis, as the program is Fee for Service funded.

## Enquiries

### Application Enquiries:

Human Resource Manager

0437 695 129

[hr@pathfinders.ngo](mailto:hr@pathfinders.ngo)

### Position Enquiries:

Lee Cook, NPSS Coordinator

0407 446 072

[leec@pathfinders.ngo](mailto:leec@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, addressed individually, 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 two Referees (at least one referee should be a recent supervisor, if possible).
2. Please email applications to [hr@pathfinders.ngo](mailto:hr@pathfinders.ngo) OR
3. Place application in an envelope marked "Confidential" and post to:

Human Resources Coordinator  
Pathfinders  
PO Box 1052  
ARMIDALE NSW 2350

## Interview

If you are selected for an interview, you will be contacted by telephone or email. 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

## Non Placement Support Service (NPSS) worker

|                         |   |
|-------------------------|---|
| <b>Position Title:</b>  | Non Placement Support Service (NPSS) worker   |
| <b>Responsible to:</b>  | Program Coordinator   |
| <b>Position Status:</b> | Casual  |
| <b>Period:</b>          | Fee for Service funded  |
| <b>Salary:</b>          | SCHADS Award (Grade 3.1) as per transitional arrangements<br>Salary packaging opportunities exist |
| <b>Hours:</b>           | Hours will vary   |

## Purpose of position

The Non Placement Support Service (NPSS) program is a fee-for-service brokerage partnership with Community services and other Non Government Organisations (NGO's). Community services contract us to provide a range of services to provide children and young people in Out of Home Care (OOHC) and their families through Individual Client Arrangements.

The program provides supervised contact, supervision in temporary accommodation and mentoring for children and young people aged 0-17 years old. Support is also provided to carers through transport to appointments, preschool, respite placements and changes of placements. All staff has a strong commitment to privacy and is expected to maintain strict confidentiality standards. Report writing is also mandatory for staff.

## Reporting relationship and accountabilities

The Non Placement Support Service Worker will:

1. Be responsible to the NPSS Coordinator
2. Implement strategies as set by the Senior Manager & NPSS Coordinator to achieve the goals of the care, supervision and transportation of Children & Young People in care.
3. Participate in the day to day operations of the NPSS program
4. Adhere to the Position Description for the Non Placement Support Service Worker, Staff Code of Conduct, Policies and Procedures of Pathfinders Ltd and all terms and conditions of the Employment Agreement.

## Specific tasks and responsibilities

### Organisational Responsibilities

1. Carry out all duties in accord with the Policies and Procedures of the organisation and specifications of the Funding Body
2. Work effectively and efficiently within the NPSS team and Pathfinders related services and external network partners
3. Attend and actively participate in all team activities, including meetings, training sessions and debriefings
4. Adhere to the Code of Conduct and Confidentiality obligations
5. Adhere to all WHS policies and procedures
6. Complete all reasonable tasks as directed by management

### Service Delivery

1. Work to provide a caring, stable and structured care environment for Children and Young People in accordance with Pathways NPSS Policy and Procedure, Philosophy (including RAP), Principles and the NSW OOHHC standards
2. Provide care for Children and Young People while in care 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 if required
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 in mentoring sessions & temporary accommodation
6. Participate in the delivery of Behavioural Management Plans including management strategies, awareness of behavioural triggers and engaging in a therapeutic culture within the NPSS program
7. Provide a detailed report after each shift to be submitted to NPSS Coordinator, maintain 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 NPSS care in accordance with the Circle of Courage training program
9. Maintain professional and personal boundaries with staff and clients at all times particularly with birth families
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, Young People and families 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 processing to Coordinator
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 NPSS Coordinator

#### Record Keeping and Administrative Duties

1. To submit a complete contact report after every shift and provide to NPSS Coordinator.
2. Ensure all records, documents and computer files are securely stored and disposed of in accordance with the Policy & Procedures.
3. Carry out own word processing and correspondence.
4. Maintain vehicle log book.
5. Ensure all service property, computers, equipment and vehicles are maintained in accordance with the Policy & Procedures.

#### Networking and Community Development

1. Maintain strong networks with other relevant services.
2. Ensure the Non Placement Support Service Worker role is promoted within the community.

#### Professional Development

1. Attend supervision with the NPSS Coordinator for support, debriefing and discussion of issues that may need action.
2. Undertake training as directed.
3. Receive staff appraisals twice yearly or as required.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 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 - VALUES

Belonging – We are a valued part of our communities and we help others to belong.

Mastery – We believe in and encourage others to reach their full potential.

Independence – We encourage individuals to think for themselves, to participate in the life of the community and be responsible for their actions.

Generosity – We give generously of ourselves.

## PATHFINDERS PURPOSE

Pathfinders Ltd is a not-for-profit company limited by guarantee operating across the New England and North West Tablelands and Mid North Coast of New South Wales. Pathfinders' operates a number of programs and services based on promoting youth and family welfare.

### **Pathfinders' programs and services include:**

- Specialist Homelessness Services including our Women and Children's Refuge
- Support Your Path
- Aboriginal Transition to School Program
- Links to Learning
- Youth social, recreational and vocational centres and programs
- Family referral services to ensure assistance gets to families and their children when they need it
- Refuge and supported accommodation services to young people
- Regional youth centre providing vocational skills development, education and accreditation
- Full-time residential support for young people in out-of-home-care
- Youth drop-in support centre
- Child protection and family referral services
- Provision of long-term residential out-of-home-care services and foster care programs for children and young people under the guardianship of the Minister for Community Services
- Parenting and family strengthening workshops and information sessions
- Provision of family preservation services, supervised contact, therapeutic camps/activities and after care services to vulnerable children, young people and their families
- Field placements and training for local TAFE and University students seeking employment in human services

Pathfinders' aims to improve the quality of life and well-being for each individual that comes in contact with one of its services, whilst also benefitting the larger communities it works within.

Pathfinders' is passionate about working towards ensuring every individual is given the right opportunities to become a valued and contributing member of our society.