



POSITION DESCRIPTION

JOB TITLE:	Direct Care Worker
WORK AREA:	Wee Care Residential Program
LOCATION:	Townsville
CLASSIFICATION LEVEL:	Social, Community, Home Care and Disability Services Industry (SCHCADS) Level 2 (Modern Award) (6 months probationary period, inclusive of performance review)

Position Specification

Purpose of the Position

The Direct Care Worker will work as a member of the Wee Care Residential team to provide direct care and supervision for children aged 0-11 years, and to provide support to families as required. The service operates on a 24 hour / seven day per week rotating roster.

The role currently also supports new mothers and their babies who have been referred by the Department of Communities, Child Safety and Disability Services as part of the First Steps Trial.

Accountability

Direct Care Workers are supervised by the Program Manager and are directly accountable to the Chief Executive Officer (CEO) and to the clients of the service.

Appointment

Direct Care Workers are appointed on a casual or permanent part-time basis and must be available to work shift work and weekends as required.

Mandatory Requirements

Qualification/experience requirements include:

- Qualifications and/or experience relevant to the position
- Current approved first aid, anaphylaxis and asthma management qualifications, or ability to obtain within four weeks of appointment at own expense
- Current food safety, handling and hygiene certification, or ability to obtain within four weeks of appointment at own expense
- Current Queensland Driver's Licence
- Ability to work as a member of a team to provide flexible and professional work practices
- Able to continually lift, carry and lower children weighing up to 15kg per child
- Positive Notice (or ability to obtain) issued by the Office of Public Guardian for Child Related Employment (Blue Card) obtained at employees expense.

Highly Desirable Requirements

- Relevant Child Care, Social Work, Community Welfare or Nursing qualification
- Able to work independently with minimal supervision
- Experience working with children aged 0-11 years
- Experience working with mothers and their new born babies
- Experience working with young people
- Knowledge and experience working in a children's residential environment
- Ability to acquire knowledge of relevant Acts, Regulations and Standards relevant to children, child protection and family support.

Roles and Responsibilities

- Provide direct care and supervision to the children accommodated at Wee Care Residential
- Participate in multi-agency events such as Child Protection Week, children's Christmas parties, morning teas etc.
- Participate in team processes as directed. For example, staff meetings, supervision, planning days and compulsory training
- Action all incidents involving clients and staff in accordance with the policies and procedures and legislative requirements
- Undertake record management of client information as per policies and procedures
- Undertake administrative tasks which support the work with clients
- Undertake tasks to ensure compliance with relevant quality and auditing processes
- Provide monitoring and support to mothers and their babies as part of the First Steps Trial. This includes recording observations, and providing assistance and guidance where required
- Provide a clean and hygienic environment for all clients, inside and outside of the house. This includes general house-keeping duties
- Prepare and provide healthy and nutritious meals for the children and mothers residing in the residence or attending playgroup, taking into account any dietary requirements
- Organisation and preparation of weekly playgroup sessions
- Organisation and preparation of age appropriate children activities.

Selection Criteria

Your application for this position must specifically **address each criteria** below:

1. Demonstrated high level of skills and experience working with children aged 0-11 years and a working understanding of the different stages of child development.
2. Demonstrated skills and experience in working with children and families who present with a range of complex health, social and wellbeing matters.
3. Demonstrated ability to communicate effectively with Aboriginal and Torres Strait Islander people.
4. Demonstrated ability to work collaboratively with co-workers in an unsupervised team environment.
5. Demonstrated high level of skills and knowledge of current practices, trends and theories relevant to the provision of residential programs for children and young people.
6. Demonstrated knowledge of Workplace Health and Safety and Anti-discrimination Acts, Equal Opportunity and Equity Principles and a demonstrated commitment to their implementation.

Other Information

- Althea Projects is an Equal Opportunity Employer
- Salary packaging options may be negotiated

- Althea Projects supports Reconciliation
- Employees must comply with the organisation's Mission, Values, Objectives, and Code of Conduct
- Althea Projects understands that some employees may seek additional outside employment or volunteer activities
- Applicants should be willing and able to accept additional responsibilities associated with the position as the role evolves.

Application

Your application for this position must specifically provide:

1. A current resume which outlines your employment history, including dates, major duties, roles and responsibilities, certified copies of your qualifications, training and development activities and copies of other mandatory requirements, i.e. blue card etc.
2. A statement that specifically addresses each Selection Criteria and demonstrates how your knowledge, skills and experience meet the criteria. Examples of how you have applied your knowledge and skills in your previous/current work roles is preferred to general statements.
3. Names and contact details of at least two referees, one preferably from your current or immediately previous supervisor/employer, who may be contacted with respect to your application.

Short listing and selection will be assessed on your selection criteria response.

Your application can be emailed to admin@altheaprojects.org.au or posted to:

Chief Executive Officer
Althea Projects Incorporated
P O Box 905
Aitkenvale Qld 4814

Althea Projects acknowledges and pays respect to the Bindal and Wulgurukaba people on whose land we walk, work and live. We pay our respects to Elders past, present and emerging.