

# Position Description

<b>Title</b>	Residential Practitioner
<b>Business Unit</b>	Young People in Residential Care
<b>Location</b>	185 Baillie Street, Horsham VIC 3400
<b>Employment type</b>	Casual
<b>Reports to</b>	House Supervisor

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've 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're 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

Residential Practitioners play a key role in the life of young people currently living in residential services. Practitioners will be required to accompany young people on outings whilst also supporting them to live safely within all of our residential houses.

## 2. Scope

**Budget:**

Nil.

**People:**

Nil.

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### 3. Relationships

#### Internal

- Regular day to day interaction within the Residential Care team and young people using the Residential Service.

#### External

- Families, relatives, colleagues and staff from other agencies, Police and the local community such as schools and colleges, as relevant to the welfare of the young people using the Residential Service.
  - Department of Health and Human Services
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### 4. Key responsibility areas

#### Service delivery:

- Undertake and lead shifts that promote the policies, practices and procedures of the Residential Service and meet all appropriate legislative and regulatory requirements.
- Promote the values and principles of the Service, taking action to minimize risk to people, equipment and property.
- Create an environment within the residential homes (including the Therapeutic service) that promotes positive respect for young persons, and provide care which meets the requirement of the young persons as identified within their collaborative care plan.
- Undertake responsibilities as agreed with the Program Leader or Manager that assists in the smooth effective running of the home.
- Provide personal care that respects the dignity and privacy of the young persons, and undertake a key worker role for a young person.
- When required assume responsibility for the home in the absence of a senior member of staff and act as shift leader.
- Proactively support colleagues when dealing with difficult situations to ensure any challenging behaviour is dealt with effectively and without injury to young persons, self and others.
- Work within the needs of the service, which will require working within the whole range of the homes operational hours.
- Carry out administration of medication in strict accordance to the care plan and policy & procedure.
- Attend case conferences, planning meetings and statutory reviews as required. Attend and chair where needed meetings and forums e.g. LAC reviews and Core groups; and contribute to the development of the Service's Child/Young Persons Care Strategy.
- Decisions made in relation to policies, practices and procedures should be reported to a more senior colleague for further advice, support and guidance, as they may impact on the care and wellbeing of the young persons.
- Be responsible for accurate cash handling, and handling personal possessions of the young persons and the equipment and resources within the home.
- May be subjected to changing and conflicting priorities due to care plans, meetings, training priorities, case conferences and the constant changing needs of the young persons in their care.
- Undertake moving and handling activities, which include bending, stretching, reaching, pushing and twisting. And be involved in physical play activities and accompany young persons on outings.
- Undertake housekeeping duties such as cleaning and preparing meals and light snacks for young persons.

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- Undertake personal care duties, which may involve the safe handling of body fluids.
- Effectively manage challenging behaviour by young person's using the service.
- Perform tasks listed using a Best Interest Framework to provide a quality service that ensures the best outcomes for young people.
- Apply established work procedures relevant to the program.
- Assist with administrative functions including purchasing and inventory control.

#### Reporting

- Assist with the maintenance of accurate, timely and professional client file documentation, including standard forms, case notes, medication records, incident reports and support plans.
- Maintain and monitor administrative systems and participate in departmental monitoring and evaluation processes.

#### Quality and risk

- Carry out all responsibilities assigned to staff in relation to the Agency's Quality; Risk Management; Compliance; and OH&S frameworks; policies; and procedures, which includes but is not confined by the following:
  - Comply with all relevant legislation and regulatory requirements, industry codes and standards and Agency policies and procedures.
  - Assist with and support internal and external audit processes.
  - Identify, manage and report risks, hazards, incidents or other concerns affecting day to day activities within the Agency, Program or Service area and continually improve work practices.
- Attend core and other safety related training including induction.

#### People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in leading practices and effective process governance
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

#### 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

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- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.

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## 5. Person specification

### Qualifications

- Relevant tertiary qualifications are desirable but not essential.
- Working towards the completion of Certificate 4 as per our Minimum
- Standards with successful completion within 1 year of commencement.

### Experience

- A firm understanding of trauma and attachment and the effects on childhood development and behaviour.
- Strong skills in the provision of care, management and support of young people and their families from varying socio-economic, cultural and ethnic backgrounds. This includes the provision of support and effective communication with young people, including those with special needs and challenging behaviours.
- Demonstrated ability to implement positive and empowering approaches and programs for young people and their family in residential environments.
- Knowledge of theories and practices relevant to vulnerable or 'at risk' young people and their development and behavior, including solid understanding of trauma.

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Statutory knowledge:** related to Residential Services and current trends in legislation and professional practice relevant to the sector.
- **Other key success factors:**
  - Competent computer skills.
  - Excellent time management and organisation skills and evidence of prioritising competing demands.
  - Excellent oral and written communications skills, including
  - Excellent communication skills and interpersonal skills, demonstrated through examples of working successfully to gain the co-operation of colleagues and clients.
  - Sound judgment and problem solving skills to contribute to the planning and development of the service.
  - Demonstrated commitment to professional development, employee orientation and training.
- Certificates, licences and registrations: current eligible motor vehicle licence to drive in Australia;
- Current National Police Record Check; and Working with Children Check.

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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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**7. Acknowledgement**

**I have read, understood, and accepted the above Position Description**

	<b>Employee</b>	<b>Manager</b>
Name:		
Signature:		
Date:		