

Schedule A

POSITION DESCRIPTION

POSITION TITLE:	Accommodation Support Worker
DIRECTORATE:	Education and Support Services
SECTION:	Accommodation Services
REPORTING TO:	House Supervisor
CLASSIFICATION:	Social, Community, Home Care and Disability Services Award
DATE UPDATED:	June 2017

PURPOSE OF THE POSITION:

Providing primary care and casework support to residents to achieve outcomes as set in their individual case plan, whilst developing their personal skills through actively participating in program activities.

Providing positive role modelling and opportunities for meaningful engagement with each young person to break the cycle of homelessness and reconnect the young person with their family and community.

Ensuring the house in which they are employed is a home for the young people living there based on mutual respect and personal safety

ACCOUNTABILITIES:

Provide Supported Accommodation that reflects the organisation's values, policies and practice frameworks including the Sanctuary model.

Contribute as a key worker to the development, implementation and review of individual client case plans that meet the emotional, social and behavioural needs of young people.

Comply with the organisation's administrative and financial management procedures.

Ensure the household is well organised and ordered, but not repressive or overly restrictive.

Develop each young person's life skills through role modelling.

Foster the development of each young person's interpersonal and social skills.

Encourage and engage young people in educational/training placements.

Maintain a high standard of professional and ethical behaviour and commitment to the philosophy, mission, values and code of conduct of Marist180.

Commit to personal professional development through actively participating in regular supervision and reflective practice forums with your House Supervisor.

Establish collaborative relationships with a wide range of specialist and mainstream youth services to improve outcomes for young people.

KEY TASKS:

- Undertake rostered duties including sleepovers (as required);
- Ensure the house in which you are employed is a home for the young people living there based on mutual respect and personal safety.
- Participate as a key worker in the development, implementation and review of individual client case plans that meet the emotional, social and behavioural needs of young people.
- Facilitate opportunities for self-determination, open communication and honest feedback.
- Encourage learning, social competence, and movement towards independence.
- Ensure that young people are provided with stability and consistency by implementing house guidelines and working as part of a team to achieve a balance between empowerment and boundaries with clear routines and expectations.
- Ensure all support provided is culturally responsive
- Work collaboratively with the accommodation support work team, House Supervisor, Case Workers, families and significant others to support the actioning of individual client case plans;
- Support young people to be an active part in decision making processes affecting them;
- Engage with young people to develop a positive mentoring relationship within your professional boundaries;
- Maintain family, community and cultural ties of the young person;
- Ensure that the service provides quality outcomes for young people and their families.
- Communicate respectfully with young people, staff and third parties through the use of effective verbal, written communication practices and active listening skills to build rapport.
- Maintain records and complete documentation as required (including data entry into CIMS, communication books, incident reports, WH&S, injury reports etc).
- Complete household duties including cleaning, shopping, meal preparation, property and grounds maintenance.
- Teaching young people negotiation skills, planning and how to resolve conflict in a non threatening way;
- Maintain positive relationships amongst staff and other residents;
- Engage young people in meaningful practical activities that support their growth and self reliance including education and employment opportunities
- Adopt a strength's based approach, encouraging the young person to develop their own self-awareness and understanding of their behavioural responses;
- Assist young people to manage any of their behaviour in line with the agency's practice framework and therapeutic interventions. (Sanctuary & TCI).
- Respond appropriately to ensure the safety of young people at risk of harm or involved in critical incidents.

- Actively engaging in supervision sessions with your supervisor;
- Participate in critical incident analysis and debriefing sessions
- Completing core agency training requirements;
- Managing your time effectively, reflecting on personal work practices.
- Attend forums, interagency meetings and external training on behalf of Marist180 promoting our services and developing networks.
- Participate in case conferences and case review meetings and advocate for the young people in your care to ensure that their receiving services that meet their needs.

KEY PERFORMANCE INDICATORS:

- Daily house routines are implemented along with activities that prepare young people for independence
- Young people's case plan goals are achieved and outcomes are recorded
- Appropriate case records are documented and client data is up to date in the relevant databases
- Incidents are responded to in a trauma informed way.
- Young people are supported to reconnect or remain connected to family, community and cultural activities.
- Young people have clearly identified goals and education/employment pathways in their case plans.
- The Sanctuary model and language is adapted and applied in everyday practice.
- Administrative duties and financial management are completed in an ethical and timely way and data captured in monthly reports to Manager
- Internal and external training is attended as required
- Preparation and participation in reflective practice supervision sessions is evident
- Attendance at forums and interagency meetings

WORKING RELATIONSHIPS:

INTERNAL:

- Caseworkers
- House Supervisors
- Education and Support Services Specialist
- All other M180 staff

EXTERNAL:

- Local Community Stakeholders and Networks
- Family And Community Services
- MacKillop Family Services

SELECTION CRITERIA:

ESSENTIAL:

QUALIFICATIONS:

- Relevant qualifications in Youth Work (Certificate IV level or above).
- Current unrestricted NSW driver's licence
- Working with Children Check
- National Criminal History Check

EXPERIENCE:

- At least 12months experience in working with young people with extreme behaviours, or several years relevant experience.
- Experience managing petty cash.

SKILLS

- Ability to relate to and work with young people with complex emotional, social and behavioural needs;
- High level of literacy skills including written and numeracy;
- Verbal communication skills;
- Ability to work autonomously (under general supervision).
- High level of computer literacy and report writing experience.

KNOWLEDGE

- Knowledge and understanding of the homelessness sector, types of homelessness, trauma and complex needs.
- An awareness of current EEO and WHS legislation is essential