Aboriginal Family Support Services
Together with the community

Support Workers – Residential Services

Casual & Part Time

$31.16 per hour + penalties

You

Will be passionate about caring for; improving the lives of; and be able to interact easily and comfortably with Aboriginal children and young people. You will understand the impact of abuse and neglect on children and young people, and offer support when faced with challenging behaviours.

Your New Role

You will be hands on providing care and support to Aboriginal children and young people, with ages ranging from infants to teens, who are unable to live with their families. This is a rewarding opportunity for you to help our clients reach their full potential.

You will be working in our Residential Services on a 24/7 roster, with day, afternoon and night shifts. As this is a casual position no guarantee of regular hours or work is given. However as casual staff complement our permanent staff you must be readily contactable and available at short notice to fill shifts. You must also have the capacity to fill a minimum of five shifts per fortnight, if required

Minimum Criteria

- A minimum Certificate IV in Child, Youth & Family Intervention or Certificate IV in Community Services Work or must obtain qualification within 12 months of starting the role; and appropriate demonstrated knowledge and competencies
- A Child Related Employment Screening (CRES) or a Working With Children Check (WWCC)
- An unrestricted current Drivers Licence
- A current Provide First Aid Certificate (HLTAID003)
- A Safe Environments for Children and Young People - Through Their Eyes Certificate
- An Infant Safety Training Certificate

You will also need

- To be Assessed as suitable via a Psychological Suitability Assessment
- Eligibility to work in Australia
- Fire Safety Training Certificate - face to face training only (Desirable)
- Hazardous Manual Task Certificate (Desirable)

How do I Apply? Scroll down to view the job and person specification

Then: Tell us in a two page cover letter why you're a good fit for this job addressing your skills and experience against the Job and Person Specification.

Send: Your resume, 2 page cover letter and **all documents** listed under "minimum criteria" to: recruitment@afss.com.au

PLEASE NOTE: If you do not send a 2 page cover letter or all required documents listed under "minimum criteria" we will not consider your application

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

Need more info? Please call Divya on 0455 211 636 (9am – 5pm).

Supported by the Government of South Australia

Aboriginal Family Support Services

Job and Person Specifications

Job Title: **Support Worker Residential Services**

Name:

Program Overview	AFSS provide a range of services across South Australia including Out of Home Care - Residential Services which provides emergency care for children and young people under the Guardianship of the Chief Executive. The children and young people, up to 18 years of age, are cared for in a home style setting with staff on a 24/7 roster – 365 days a year.
Position Objective	AFSS Support Workers are responsible for enhancing and ensuring the delivery of programs and services that facilitate the development of children and young people who are unable to live with family or be placed with a foster family.
Reporting Relationships	The Support Worker reports directly to the Team Leader who reports directly to the Manager Residential Services. The Manager report to the Senior Manager Residential Services. The Senior Manager reports directly to the CE.
Funding	Department for Child Protection
Award/Salary	Social, Community, Home Care and Disability Services Industry Award 2010 - Salary: position starts at Level 3, Step 1
The Job	Job Specification
Key Result Areas	The Key Result Areas outline the key expectations of the employee. They align with the requirements of State and Australian Government Service Agreement and with AFSS Strategic and Operational Plans and AFSS Policies and Procedures. The employee will be required to participate in regular supervision against each of the Key Result Areas as detailed below.
<u>Key Result Area One</u> Facilitate the Development of Social and Living Skills	Facilitate the development of social and living skills of children and young people by: - Engaging with children and young people to support them in all aspects of life, both in the home and wider community - Maintaining positive social and professional interaction with children and young people as well as staff members - Developing and facilitating educational, cultural and recreational activities - Providing structure, routines and positive role modelling for children and young people - Providing the opportunity for children and young people to develop age appropriate life skills - Ensuring routine tasks are completed to maintain residence and to meet physical needs of the children and young people - this includes daily household cleaning and cooking tasks

Key Result Area Two Assess and Respond to Individual Needs	Assess and respond to the individual needs of children and young people through: - Observing and accurately recording behaviours, needs and interactions of children and young people - Engagement in educational, recreational and community based activities as appropriate, and in accordance with the child or young person's case or cultural plan. - Maintenance of family, country, culture and community connections as outlined in care and cultural plans - Sensitive responses to information given by children and young people. - Respect and understanding of children and young people's personal beliefs and cultural values - Listening and recording children's and young people's opinions and decisions that affect them - Participation in relevant meetings and appointments affecting children and young people - Contributions to the development, implementation and review of care and cultural plans for children and young people.
Key Result Area Three Learning and Engagement with Service	Maintain an ongoing commitment and improvement to professional development and review of service by: - Ensuring practises are compliant with sector standards of care - Ensuring ongoing professional development by attending and participating in training opportunities identified by AFSS - Participating in regular supervision and Individual Work Plans with Team Leader or Manager as required - Active participation in Team Meetings.
Key Result Area Four Administration and Transparency	Actively manage the completion of administrative tasks including data reporting and the use of AFSS processes and tools to manage workloads and priorities: - Submitting high quality reports that are factual, clear and concise and adequately respond to the information required by the funding body - Ensuring that all client contact and engagement is appropriately documented and recorded on AFSS data collection systems – CRM (and other data systems as required) - Making use of the appropriate time keeping processes at AFSS including the Attendance System and the use of Outlook Calendar to record daily movements, meetings and other work related commitments - Ensuring that Application for Leave forms and supporting documentation (Medical Certificates or Statutory Declarations) are lodged within appropriate timeframes.
Key Result Area Five Service Excellence and Continuous Improvement	Maintain and model an ongoing commitment to continuous improvement in the provision of services to internal and external customers by: - Actively demonstrating a commitment to Service - Excellence across AFSS - An ability to function autonomously when required as well as a strong focus on teamwork - Abiding by AFSS policies and procedures, Vision, Mission and Guiding Principles and Strategic Plan - Participating in continual improvement processes across all levels of

	AFSS - Act as an ambassador for AFSS during all interactions with clients, communities, partner agencies and services.
The Person	Person Specification
Qualifications	A minimum Certificate IV in Child, Youth & Family Intervention or Certificate IV in Community Services Work or must obtain qualification within 12 months of starting the role.
Experience	Experience in working with Aboriginal children and young people at risk- or the ability to do so is essential. Experience in recreational, practical and social living skills programs for children and young people. Experience in working with individuals and or group work, family work and working with community groups.
Skills	Demonstrated ability to relate to children and young people and to work with them to achieve change and quality outcomes, work within a team and communicate effectively, computer literacy, high-level organisational skills, communication skills, writing skills and an ability to positively interact with AFSS staff, clients, sector representatives and community.
WHS	AFSS is committed to WHS across all activities and program areas and all employees are required to actively participate in WHS policies, practices and procedures.
Knowledge	An in-depth knowledge and working understanding of Aboriginal communities across South Australia and the issues faced by Aboriginal children, young people, families and communities.
Travel	Intrastate travel may be required as part of this role and includes a requirement to fly on smaller planes (REX and Sharp).
Licences / Screening	All AFSS positions require employees to hold and maintain a current South Australian Drivers Licence, a Safe Environments for Children and Young People (Through Their Eyes) Certificate and Child Related Employment Screening (CRES) or Working with Children Check (WWCC). Assessment as suitable via a Psychological Suitability Assessment, a Provide First Aid Certificate (HLATAID003), an Infant Safety Training Certificate and a Fire Safety Training Certificate are required for direct client work in all residential based positions. These requirements are mandatory - there are no exceptions.

Signatories

Employee's signature	Employer's signature (Chief Executive)
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Employee's name	Employer's name
……	……..
Date …../…../…..	Date …../…../…..