

**TANGENTYERE COUNCIL**

**POSITION DESCRIPTION**

Position Title: Safe House Carer – Out of Home Care

Division: Access to Education

Classification: Level 2.1

Job Holder

Prepared By: Andrew Walder Date: 10/01/20

Staff reporting to position: 0 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Position Summary**

The Tangentyere Safe Houses are responsible for the provision of short term accommodation for up to six Aboriginal children up to the age of 12 years old who are in the care of the Chief Executive of Territory Families. The aim of the program is to ensure young people are supported through a physically, emotionally and culturally appropriate family environment.

Safe House Carers work on a roster system within a residential care setting, and are required to attend to all aspects of the House whilst on duty, with a primary focus on the care and supervision of all children residing in the Houses.

1. **Responsibilities**
2. Maintain high standards of care, supervision and protection to young people by providing a safe and consistent living environment in the Safe House.
3. Identify and attend to the physical, emotional and cultural needs of young people living in the Safe House.
4. Maintain client log program documentation and client confidentiality in accordance with the Safe Families Policy and Procedure.
5. Maintain high standards of practice and accountability in accordance with Safe Families Policy and Procedures, reporting any breaches of Policy and Procedures to the Safe Families Coordinator.
6. Attend team meetings and training as directed.
7. **Major Accountabilities**

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| **ACCOUNTABILITIES** | **PERFORMANCE INDICATORS** |
| 1. Maintain high standards of care, supervision and protection to young people by providing a safe and consistent living environment in the Safe House.  * Respond to the emotional, physical and cultural needs of the children in the House. * Ensure the safety of children at all times. * Arrive at work on time and maintain commitment to the program whilst at work. * Behave in a manner consistent with the Safe Families policy and procedures document. * Fulfil the job requirements of the shift including cleaning, laundry, gardening, school runs etc. | * Recognition and response of the needs of children in the House. * Work in a safe manner and ensure safety of children and staff in the house. * Arrive at work on time and follow Tangentyere Council policy and procedures in relation to attendance at work. * All jobs completed required by that shift |
| 1. Identify and address the needs of young people living in the Safe House.  * Be aware of what is going on for children whilst in the House – emotionally, physically, developmentally and spiritually, and act appropriately to support them. * Feedback information to staff, Team Leader and/or Coordinator if a child’s needs require following up or other staff being aware of. | * Information fed back to other staff, team leader and coordinator as required regarding a child’s needs. |
| 1. Maintain client records, program documentation and client confidentiality in accordance with the Safe Families Policy and Procedure.  * Shift reports, job responsibility check lists completed. * All other documentation requirements completed as needed. | * Shift reports completed * Job responsibility check lists completed. * Confidentiality maintained at all times |
| 1. Maintain high standards of practice and accountability for actions and decisions in accordance with Safe Families Policy and Procedures, reporting any breaches of Policy and Procedures to the Safe Families Coordinator.  * Ensure awareness of the Safe Families Policies and Procedures manual. * Maintain adherence to the Tangentyere Council Code of Conduct. * Work within the Safe House framework and attend to all individual shift responsibilities. * Behave honestly, ethically and safely in all actions whilst on shift. | * Team leader/coordinator informed of any incidents, concerns or issues. * Paperwork completed as required. |
| 1. Attend team meetings and training as directed. | * Team meetings attended * Training completed as required. |
| 1. Occupational Health & Safety    1. Act at all times to ensure the safety of yourself, other staff, clients and visitors.    2. Develop an awareness of, and follow all current Tangentyere Occupational Health & Safety Policies and Procedures.    3. Provide advice to supervisors and managers about any workplace hazards, and to implement any actions to reduce those hazards. | * Commitment to the Tangentyere Council OH&S policies maintained. |

1. **Relationships**

**Internal**

* All staff within the Safe Families program
* Ketyeye Coordinator
* Access to Education manager
* Youth Services

**External**

* Department of Children and Families
* Gap Youth Centre
* Youth Hub
* CREATE foundation

1. **Competencies**

* Ability to relate to Children in Care
* Good understanding of Aboriginal culture, especially in the context of Alice Springs.
* Strong interpersonal skills
* Good organisational skills
* Problem solving
* Ability to follow instructions

Tangentyere Core Competencies

* Commitment
* Teamwork
* Communication
* OHS
* Cultural Awareness

1. **Qualifications and Selection Criteria**
2. Experience working with Aboriginal people including young people in care.
3. Good communication skills – both written and oral.
4. Capacity to work outside normal business hours and willingness to work over night shifts and/or weekends, attend meetings and relevant training.
5. Current satisfactory Criminal History check (less than 2 years old), Ochre Card and Driver’s Licence.
6. **Verification**

**This section verifies that the position holder and the manager have read the attached position description and are satisfied that it accurately describes the position.**

**Position Holder: Name:**

**Date Effective:**

**Signature:**

**Manager: Name:**

**Date Effective:**

**Signature:**