

Indigenous Residential Youth Worker

JOB DESCRIPTION

VISION AND MISSION

VISION: To be a lighthouse in Christian education, growing and adapting to meet the needs of Aboriginal (First Nations) students.

MISSION: To provide a Christ-centred education, that nurtures students spiritually, educationally, and socially, in an inclusive learning environment that embraces the richness of the Aboriginal (First Nations) heritage.

To discover and develop God-given talents, grounded in biblical truths, equipping students with life skills, preparing them to be leaders in their communities and to make a positive difference in the world.

SCOPE

This position is responsible for the care and supervision of children and young people living in CAPS Coolgardie residential facility

WORKING CONDITIONS

Full Time Employment 1.0 FTE

HOURS

1.0 FTE Rostered over 7 days a week, 24 hours a day

Main working hours are outside of school day hours of 7:45am – 4:00pm. Evening and weekend duties are on rotation with other staff.

Be contactable on the mobile telephone 24 hours unless 'off duty'.

Not required to work during the whole school holidays.

REPORTING STRUCTURE

This position will report directly to the Hostel Manager.

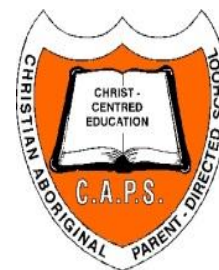
QUALIFICATIONS, CERTIFICATIONS AND REGISTRATIONS ETC

- CHC42021 Certificate IV in Community Services – Student Residential Care or equivalent or willingness to obtain within first 12 months.
- Working with Children Check and a National Police Clearance, eligibility to obtain one as soon as possible and continue to be eligible for National Police Clearance and maintain a current Working with Children Check, during tenure
- Eligible to work in Australia.

SKILLS – ESSENTIAL

- Support and actively demonstrate and implement the Christian Ethos of the organisation as outlined in the CAPS Statement of Faith, Vision and Mission.
- Demonstrate a strong passion for Christian Education.
- Willingness to actively be involved in the Prayer, Devotions and Worship times.

Knowledge and experience



- Demonstrate an understanding of the needs of students aged 10 – 18.
- Demonstrate an understanding of indigenous cultures and practices.
- Well organised and able to calmly deal with emergencies.
- Possess a sound knowledge of Microsoft Word MS teams and Excel.
- Previous experience in dealing with school students.
- Strong IT experience and skills.

Personal qualities

- Respect for all members of a school community, irrespective of position, gender, age, and background
- A positive and solution-focused attitude to working life.
- Demonstrate tact, empathy, humility and genuinely care about students, taking the time to listen and motivate them.
- Be a good team player with excellence communication and 'people' skills.

Christian Values - The position requires you to be committed to the Christian Vision and Mission of CAPS by-

- Celebrating and enjoying being a Christian and being part of a Christian community
- Modelling Christian behaviour, practices and beliefs
- Building cooperative and supportive relationships with staff, students and parents
- Striving for excellence in performance and participation
- Acting in the best interests of the School and its ethos

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SKILLS – DESIRABLE

- A professional qualification in childcare and/or a specialist subject.
- Previous experience working in a pastoral role is desirable.
- Experience or willing to learn school data management system.
- Current First Aid training
- Willingness to obtain National Police Clearance and Working with Children Check as required.

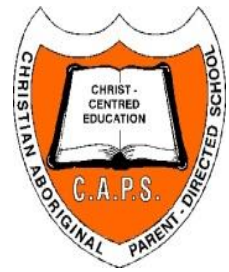
DUTIES AND RESPONSIBILITIES

Overall responsibilities

- Planning and implementing programmes of supervision and care for children in the school's residential care facility (Hostel).
- Arranging activities to enhance the physical, social, emotional, spiritual and intellectual development of children in the Hostel
- Ensuring students in the Hostel are washed, dressed, fed and ready for education and recreational activities
- Supervising children during domestic activities such as eating meals and showering
- Maintaining discipline, enforcing regulations and behaviour standards, compiling disciplinary reports and assisting in implementing remedial measures.

Students' Health and Welfare

- Attend to students' minor medical needs including preparation of student medicines and treatments, and liaise with parents, teachers, the school nurse, and other staff concerning student wellbeing.
- Conduct risk assessments and liaise with the Boarding Manager regarding Boarding Health & Safety.



- Maintain accurate student records on data management system in accordance with changing medical needs, and inform staff of relevant information, for example allergies or medication.
- Liaise with school nurse to maintain a stock of medicines and equipment.

Maintenance and Laundry

- Check all rooms for safety, state of repair and cleanliness on a regular basis.
- Support boarding students in the use of laundry facilities and appropriate laundry practice.
- Check Boarding facilities at the start and end of each term, reporting any maintenance issues to delegated authority.

Other Responsibilities

- Keep up to date with professional developments and attend relevant training.
- Performs any other administration duties that are deemed appropriate to your role.
- Abide by the staff Code of Conduct and other School policies as outlined in CAPS Employee Handbook and CAPS Policies.
- Attendance at ALL Staff Devotions, Staff meetings, Staff professional development as directed by the Principal.
- Adhering to all the organisation's policies and procedures for health and safety requirements.
- Committed to collaborative practices with all stakeholders.
- Other duties as instructed by Hostel Manager and Principal as may be required.

NOTE: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the school in consultation with this role.

Position Held By:	
Signed:	
Date:	