



*Giving Hope. Nurturing Dreams. Inspiring Youth to Thrive.*

#### **POSITION DESCRIPTION**

<b>Position:</b>	Intensive Therapeutic Care (ITC) - Domestic Support Worker
<b>Hours:</b>	30 hours per week
<b>Term of Engagement:</b>	6 month contract – proposed ongoing
<b>Salary:</b>	SCHADS Level 2
<b>Location:</b>	Various locations based on the needs of the organisation
<b>Responsible to:</b>	Programs Support Assistant
<b>Direct Staff Supervision:</b>	Nil
<b>Qualifications/Knowledge:</b>	Qualifications in hygiene, maintenance management and safe food handling, or demonstrated experience in this area, experience with children and young people

#### **Key Responsibilities:**

- Provide housekeeping service to CASPA's ITC Residential houses
- Hygiene, cleaning and laundry
- Kitchen, food handling, ordering and preparation
- Menu development in consultation with Houseleader's, Therapeutic Care Workers (TCW) staff and CASPA Young People (CYP)
- Prepare grocery orders and shop for listed items
- Prepare meals with CYP in consultation with TCW staff
- Support the movements of CYP to new premises, including exit cleaning, house set up and purchasing of household items/furniture as directed by the Team Leaders
- WHS – ensure a safe working environment for yourself and others in the houses

#### **Key attributes of the staff in this role:**

- An honest, reliable and physically fit person, who has a genuine regard for the well-being of Children and young people (CYP) who have experienced trauma, a commitment to the rights of children and young people.
- Willingness to let CYP make their own decisions, with guidance from their Caseworkers and TCW staff, and is respectful of CYP dignity and self-esteem at all times
- Demonstrates a high standard of personal presentation and cleanliness
- Can operate standard domestic and light industrial equipment such as washing machines, vacuum cleaners and dish washers and keep them in good working order
- Experience in ensuring clean, therapeutic environments that promote calm and order
- Ability to work with minimal supervision, capacity for flexibility and self-direction in organising and managing work loads

- Demonstrated high level of interpersonal, verbal and written communication skills and basic computer skills
- Current Class C Drivers Licence

Selection Criteria:

- Demonstrated experience in a role caring for others by providing domestic support as part of this care
- Demonstrated experience and desire to cook varied and nutritious menu options
- Demonstrated experience self-managing time in an accountable framework
- Current drivers licence – C class

**DUTY STATEMENT**

**Position:** ITC Residential Domestic Support

**Your main duties will be:**

**Provide Housekeeping Duties, Hygiene Cleaning and Laundry and general duties that support running of a busy household:**

- Cleaning, including CYP bedrooms, bathrooms, office, kitchen and living areas
- Cleaning and light maintenance of outdoor areas, sweeping, watering plants, sweeping cobwebs etc
- Rubbish removal
- Maintain laundry, providing services for washing CYP clothing, bedding, towels and also ensuring that overnight staff have access to clean linen and towels

**Menu Planning, Shopping and Petty Cash**

- Assist Houseleader's, TCW Staff and CYP in menu preparation
- Prepare grocery orders according to finalised menu
- Shop for grocery orders using CASPA payment methods, cards and petty cash
- Prepare food for meals according to safe food handling methods, including breakfast, snacks, lunch and evening meals

**Administrative**

- Petty cash and cash cards are kept up to date and balanced ensuring all purchases made for meal planning and cleaning are accounted for
- Vehicles are maintained in good condition and all log books are completed and accurate in line with CASPA fleet policy and procedure
- Prompt ordering of cleaning materials and other equipment needed for routine duties to ensure that stock is always available and on hand

**Participate and positively contribute to the team structure:**

- Attend and positively participate in team meetings and staff development opportunities
- Take responsibility for giving and receiving feedback in scheduled supervision with the Teamleader's
- Uphold team and management decisions
- Use appropriate forums to discuss differences in work practices
- Relate to other services in a professional manner and work collaboratively in the interests of young people

**Contribute to the work of CASPA and Organisation goals:**

- Promote the profile of the organisation
- Work with other people in the organisation to develop the function of CASPA
- Uphold the sentiments of CASPA's vision and mission statements
- Use best practice principles when working with children and young people
- Effectively provide services to children and young people in an environment which is friendly and supports their life transitions focusing on strengths and abilities
- Use effective liaison and consultation within CASPA, the sector and the broader community
- Work within CASPA's therapeutic framework
- Develop and maintain good interagency relations/participation

**Other duties as directed by House/Team Leaders**

*Working with Checks, Criminal History Checks and Prohibited Employment Declarations are requirements for all child related employment*

*I acknowledge that I fully understand the job description above and accept the duties of the position as stated.*

*Signed: ..... Date: .....*

*Print Name .....*