

Barkuma Incorporated
Job Description

Position Title:	Family Support Worker
Location:	Barkuma Community Support
Responsible To:	Coordinator
Date Established:	May 2008
Agreement:	Barkuma Inc. Collective Agreement No. 4 of 2006

ROLE

To provide the necessary individualised support to children and young people in a manner that is positive, nurturing and developmental. The support must be of a consistent and high quality and can be provided within the family home and the community. The highest priority is the 'best interest' of the child.

DUTIES:

Support will be provided in the 'Best Interest of the child' this includes:

- The attendance at scheduled meetings to ensure that FSW's are fully informed about the children's interest, needs and welfare.
- Implement and follow guidance and instruction from the Coordinator.
- Maintain accurate documentation regarding the children's needs and issues and report observations and/or concerns to the Coordinator.
- Participate in the goal and needs planning process.

Responding to the Health and Wellbeing needs this includes:

- Supporting the children with all health needs including preventative measures, seeking and following medical advice and attending appointments.
- Support children to develop trust and rapport with health-care services and maintain records.
- Support the children to access "wellbeing" services such as counselling / youth services and maintain records.
- Support children to have access to nutritional meals and food.
- Support children to care for self, at an age and skills appropriate level.

Nurture a *family* focused environment this includes:

- Support the children to develop relationship with their mother.
- Support the children to develop relationships with other family members in particular their siblings.

Barkuma Incorporated **Job Description**

- Support the children to develop friendships with peers.
- Foster a positive and friendly home environment through supporting the children to feel a sense of belonging and safety within their own home.
- At an age appropriate level support the children to choose household belongings and assist in the decisions regarding their own home.
- Support the child to communicate and problem solve in their home environment.
- Develop and implement household routines and communicate expectations.

A Development Focus this includes:

- Support the children in their 'whole of life' needs including recreational activities and educational needs.
- Positively liaise with all services including school, clubs and generic services.
- Network and liaise with local community whilst promoting a positive image of children and BCS.
- Assist the children to develop and maintain appropriate behaviour, and relationship management.
- Acknowledge and celebrate milestones and the children's achievements.

Service Management:

- To adhere to and promote Barkuma Incorporated 'Mission', 'Vision' and 'Philosophies'.
- To adhere to Barkuma Incorporated Policies and Procedures.
- In conjunction with the Coordinator/Manager assist with orientation and induction of new employees.
- To participate within the quality assurance system and support the principle of continuous improvement through presenting ideas and suggestions within team meetings.
- To attend worksite team meetings and in-service training.
- Adhere to all legislation requirements and obligations while performing duties including but not limited to 'OHS&W', 'Duty of Care' and 'Mandatory Reporting'.
- To participate within professional development initiatives and be receptive to constructive feedback regarding performance.

QUALIFICATIONS AND EXPERIENCE:

Qualifications

The Family Support Worker must hold as a minimum the following:

1. Mandatory Notification
2. Police Clearance
3. Community Services Certificate III in the area of children, family or community work (or willingness to obtain and commence within the first three months of employment).
4. Current Senior First Aid Certificate.

Barkuma Incorporated
Job Description

5. Annual Oral & Topical Medication & Skills Audit.
6. Current SA drivers licence.

Experience:

The Family Support Worker must have the ability to:

1. Positively interact, support and nurture children.
2. Have a commitment working with and for families.
3. Experiencing in supporting worksite teams.
4. Liaise with the community and a range of its services.

SKILLS:

1. Ability to work positively with children.
2. Ability to support and work constructively with family members and significant others.
3. Ability to fulfil the stated role with minimum supervision.
4. Ability to document and provide feedback.
5. Ability to support and work within a team.
6. Conflict resolution skills.
7. Good time management.

Personal Attributes (optional):

1. Commitment to the worth and abilities of all people.
2. Commitment to the philosophies of community inclusion.
3. Commitment to the principles and objectives of continuous improvement and quality service provision.
4. Commitment to professional development with a willingness to participate within identified training and development options.
5. An ability to accept supervision and constructive feedback regarding professional performance.

SPECIAL CONDITIONS OF EMPLOYMENT:

The Family Support Worker must be flexible and responsive to the needs of the clients. Therefore duties will need to be performed outside of typical business hours this includes evenings, weekends and passive shifts.

The Family Support Worker may need to use own transport to meet their support role. It is the responsibility of the Family Support Worker to ensure that they have current SA Drivers License, appropriate insurance and a roadworthy car.