

## Position Description

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### Houseparent

<b>Location:</b>	Kowanyama, QLD	<b>Reports To:</b>	Program Coordinator
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award, Level 3	<b>Salary Range:</b>	\$61,304 - \$65,728 per annum plus superannuation (pro-rata for part time)
<b>PD Date:</b>	November 2020		

### About us

Act for Kids is a prominent provider of free prevention, professional therapy and support services for children who have suffered abuse and support for families at risk. With over 25 centres nationally, we have supported thousands of children and their families for more than 30 years. In 2019 - 2020 we provided services to 44,894 people, including over 29,000 children.

Our unique multidisciplinary teams provide integrated therapy, sexual abuse counselling, safe houses in remote Indigenous communities, information, advice and referral services, intensive family support and preschools designed for children with additional development needs to ensure we set them up for success at school.

Act for Kids provides a SafeKIDS program in the Far North Queensland Cape and Gulf areas. We operate safe houses in the remote Aboriginal communities of Aurukun, Kowanyama, Kowanyama, Napranum and Pormpuraaw for kids who have been removed from their families while the Department of Communities, Child Safety and Disability Services investigate child protection concerns. We also have a Family Reunification House, located in Cairns, that provides fully supported residential care for a large sibling group of children who are in the process of being reunified with their parents whilst giving additional support to the parents.

### About our commitment

- Our vision is that all kids have a safe and happy childhood, free from abuse and neglect.
- We are a child safe organisation and all children who come into contact with our services will be provided with a welcoming and safe service.
- We prioritise working with Aboriginal and Torres Strait Islander peoples to grow our cultural expertise and deliver excellent services to children, families and communities.
- We endeavour to provide a work environment that ensures the health, safety and wellbeing of all team members is embedded in our everyday work practices.

### About our values

At Act for Kids our exceptional organisational culture is aligned to our values. You will be part of a **team** that is **professional, ethical, caring, courageous** and **collaborative** and we expect you to demonstrate these behaviours throughout your career with us.

### About the position

Kowanyama is an Aboriginal community in the far north west of Queensland on Cape York Peninsula. As a House Parent you will live and work in the safe house. The working week for this role is Thursday through to Monday including weekends. This is a role that would suit those who have the dedication and life experience to be a house parent by:

### **Key responsibilities**

- Providing direct care to children placed in the Kowanyama safe house:
  - Providing a home environment for the children in the Kowanyama safe house by looking after their emotional, physical, cultural, relational and spiritual needs;
  - Providing meals and a routine for children, access to school and learning activities, teaching children new skills and making fun leisure and recreational activities for children to engage in;
  - Responding calmly to stressful situations and children who are upset and who have difficult behaviours;
  - Helping to encourage positive relationships between children and their families and be a good role model as a parent;
  - Being mindful of Aboriginal child rearing practices and how that translates to quality care of children in the cultural context of Kowanyama;
- Operating in a structured two-way mentoring model to assist in the capacity building of the local staffing group:
  - Working respectfully and constructively within the cultural context of Kowanyama;
  - Outworking the imperative of skills transfer to local staff whilst actively learning from local staff;
  - Working closely with the Workforce Development Specialist on developing, implementing and maintaining a mentoring plan to be used as a key performance indicator of the development aspect of this role.
- Assisting the Program Coordinator, Team Leader and Tertiary Family Support Practitioner with the day to day care of the children, including but not limited to:
  - Maintaining child files and ensuring all departmental documentation is in order;
  - Developing, implementing and reviewing care plans for individual children;
  - Composition of regular summary reports for Child Safety Services, Dept. of Communities;
  - Leading and influencing staff in best practice strategies for caring for children.
  - Identifying and acquiring child resources and child specific needs i.e. educational toys, school needs;
  - Advocating for the needs and rights of the children;
  - Quarterly audit compliance.
- Working closely with the Program Coordinator and other members of the SafeKIDS team to keep within budgets, guidelines, policies and procedures and to record data and information about the running of the house:
  - Including the day to day cleaning and upkeep of the safe house environment;
  - Adapting to and working with the fluctuating circumstances and the varying needs of the local safe house environment;
- Comply with all Act for Kids policies and procedures;
- Maintain confidentiality and privacy in all matters relating to staff, clients, and procedures;
- Fulfil other tasks that your manager/s may reasonably ask you to perform;
- Act as a client/customer focused, values based team member and work collaboratively with other staff to achieve strong results across all activities at Act for Kids;
- Ensure behaviour during all work interactions is aligned to our values of being *professional, ethical, team oriented, caring, courageous* and *collaborative*.

### **About you**

#### **Qualifications**

- Minimum Certificate IV in Child Youth & Family Intervention or other relevant recognised qualification;
- Completion of the Hope & Healing Foundations Framework online training.

**Skills and experience**

- Demonstrated skill, ability and experience in caring for and raising children;
- Possess the necessary qualities and characteristics to engage in a two-way mentoring model with the Kowanyama cultural context;
- A demonstrated ability to put child rearing theories into practice;
- Ability to maintain confidentiality about our work with children and families;
- A strong personal commitment to transparency and accountability;
- A good understanding of Indigenous engagement and protocols within the community;
- Ability to learn about the child protection system and apply learnings in the workplace;
- Ability to learn about child development, attachment and the effects of trauma on children and apply learnings in the workplace;
- Good problem solving and communication skills, both face-to-face and written.

**Other requirements**

- Eligibility for a positive Working with Children Check in the applicable state of employment in Australia or exemption based on professional qualifications and registration.
- Willingness to undergo and pass a Suitability Check to be engaged in the provision of care services by licensed out-of-home care service providers under the Child Protection Act 1999 and Child Protection Regulation 2011;
- Community Approval to do the job:
  - The Kowanyama Community Reference Group manage the approval process;
- A current driver's licence;
- Applicants must be eligible to legally work in Australia and proof of eligibility may be requested.