

JOB DESCRIPTION

Job Title	Key Worker
Department	Disability and Support Services
Responsible to	Team Manager

Overall Purpose and Aim of Role: To make a positive and lasting difference to the lives of individuals through the provision of flexible support and quality care whilst working within the parameters of the Key to Care Practice Framework.

Core Tasks

- To lead a team and in consultation with the social worker or team manager, contribute to the assessment of need, and the development of individual plans for young people and young adults within their home environment.
- To ensure delivery and reporting of all aspects of individual goal plans. This will include supporting young adults living independently or transitioning to independent living.
- To assist with the co-ordination and mentoring a team of support workers, including monitoring and guiding practice.
- To work closely with the Social Work and Therapy Team to ensure a fully integrated service.
- To deliver direct support to individuals that assist in meeting their vocational, recreational and care needs and achieving their independent living goals. To facilitate and supervise contact with family members.
- To keep daily written records of work undertaken and provide these promptly in line with Key Assets Policies and Procedures. To prepare other required records, including preparing reports for reviews, stakeholder meetings and court.
- Keeping databases up to date and accurate, including reports on contact.
- To cover On Call for any individual's within the assigned case load.
- Provide overnight support on a rostered basis.

Key Responsibilities

- To observe and implement Child Protection and Child Safe Procedures, Better Care Better Services Standards, the National Standards for Disability Services and NDIS Quality and Safeguarding Practice Framework and adhere to Safer Caring Guidelines.
- To liaise with other agencies and professionals as directed, including developing community contacts/networks on behalf of individuals in our care.
- To actively encourage and develop each child's social, physical, intellectual, cultural, emotional and spiritual needs.
- To plan, implement and participate in a program of activities which take account of individual and group needs and to participate in the review and evaluation of the program.
- To contribute to the learning of colleagues and students.
- Participate in local induction of new Support Workers, where appropriate and as requested
- To ensure, that all activities are thoroughly risk assessed and signed off by a senior manager.

- Complete all compulsory training within allocated guidelines and timeframes.
- Organise and deliver peer supervision for the support workers under the guidance of social workers.

Additional Duties

- The post holder will be expected to demonstrate the Key Assets' values.
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively.
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure and to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the workplace no smoking policy in place and ensure that Health and Safety is observed in the course of employment.
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.
- Participate actively in supervision and professional development.

It is the nature of work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.

Signed by Job Holder:	
Date:	
Signed by Line Manager:	
Date:	

PERSON SPECIFICATION
Key Worker

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

Key: Assessed by Application Form: **A**
 Assessed at Interview: **I**
 Assessed by Test/ Exercise (if applicable) **T**
 Assessed by Documentary Evidence **D**

	Essential/ Desirable	Shortlisted Criteria	A	I	T	D
Education/ Qualifications						
<ul style="list-style-type: none"> Training and or qualifications in youth or social work or community services 	Essential	✓	✓			
Experience/ Training						
<ul style="list-style-type: none"> 2 years' experience of working directly with children/young people in the care system or other relevant field. 	Essential	✓	✓			
<ul style="list-style-type: none"> Experience in leadership roles and or supervisory roles 	Desirable					
<ul style="list-style-type: none"> Demonstrate experience of working with children with challenging behaviour in an effective and appropriate way. 	Essential	✓		✓		
<ul style="list-style-type: none"> A basic understanding of IT 	Essential	✓				
Knowledge						
<ul style="list-style-type: none"> A sound knowledge of Child Protection Procedures 	Essential			✓		
<ul style="list-style-type: none"> Knowledge of the impact of trauma 	Essential			✓		
<ul style="list-style-type: none"> Sound knowledge of the Out of Home Care and Disability Sector 	Essential					
<ul style="list-style-type: none"> Knowledge of , and the ability to prepare, report writing for reviews, case conferences and courts 	Desirable					
<ul style="list-style-type: none"> Knowledge of the National Standards for Disability Services 	Essential			✓		
Personal Qualities						
<ul style="list-style-type: none"> Ability to communicate clearly and sensitively with children/young people and adults in different situation 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Be able to demonstrate effective communication in writing 	Essential		✓	✓		
<ul style="list-style-type: none"> Reliable, flexible and dependable 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to work on own initiative and as part of a team 	Essential	✓	✓	✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<ul style="list-style-type: none"> An interest in sport or leisure activities 	Essential		✓	✓		
Miscellaneous						
<ul style="list-style-type: none"> A commitment to Equal Opportunities in all work practices 	Essential		✓	✓		
<ul style="list-style-type: none"> A commitment to providing a professional and quality service 	Essential			✓		
<ul style="list-style-type: none"> Willingness to travel, including occasionally residing away from home when needed or necessary 	Essential			✓		
<ul style="list-style-type: none"> Willingness to work flexibly including unsociable hours 	Essential			✓		
<ul style="list-style-type: none"> Must possess a full clean open driving licence 	Essential	✓	✓			✓
<ul style="list-style-type: none"> To participate in the 24 hour on call duty system 	Essential			✓		
<ul style="list-style-type: none"> Willingness to undertake a Criminal Records check 	Essential			✓		
<ul style="list-style-type: none"> Be prepared to seek advice where necessary 	Essential			✓		

Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.