



## Position Description - Diversionary Centre Careworker

### **POSITION DESCRIPTION**

<b>Position Title:</b>	Careworker - Diversionary Centre	
<b>Section:</b>	Juwarki Kapu-Lug - Diversionary Centre	
<b>Incumbent:</b>		
<b>Classification:</b>	Contract - Juwarki Kapu-Lug Collective Agreement L3pp2, \$51,045.12	
<b>Reports To:</b>	Manager - Diversionary Centre	
<b>Direct Reports:</b>	Careworker/Client Advocate, CSC	
<b>Key Relationships:</b>	<b>Internal:</b>	Manager, Food Services Coordinator
	<b>External:</b>	QAS, QPS, Cell Watch, MPIP ICJG/Murri Court, Magistrates Court, PPI Network, AODS, Mental Health,

#### **Primary Objective:**

The Careworker/Client Advocate is responsible for the care and observations of Centre clients and for the general upkeep of the Centre.



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<b>Specific Accountabilities:</b>	<b>Performance Indicators:</b>
1. Support the safety and well-being of clients.	Support provided
2. Strengthen positive cultural connections.	Support provided
3. Work in a collaborative way to support positive outcomes for clients.	Networks developed and maintained
4. Ensure client confidentiality	Systems in place to ensure client confidentiality.
<p>5. Provide supervision, care, companionship, support and assistance to those in the Centre's care and particularly to those at risk to prevent any attempt to self-inflict injury by –</p> <ul style="list-style-type: none"> <li>● Assessment and Admission of clients to the Centre in accordance with the admission policy and procedures</li> <li>● Attending to the First Aid needs of clients</li> <li>● Ensuring the Health and safety of the Centre's clients</li> <li>● Undertaking initial and regular assessment of client medical conditions whilst in the Centre in accordance with policy and procedures</li> <li>● The provision of a safe, caring environment for clients, giving special attention to their personal hygiene, cleanliness, nutrition, eating habits, health care and first-aid.</li> <li>● Providing information, assistance and referral support services to clients in Centre's care.</li> <li>● Encouraging clients towards rehabilitation.</li> </ul>	<ul style="list-style-type: none"> <li>● Client assessment and admission policies and procedures are adhered to.</li> <li>● Client and community feedback is positive.</li> </ul>
6. Contribute to the general operations of the Centre by assisting with	The centre is maintained to a high level at all times.



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cleaning and kitchen and laundry duties as per the shift duties set out by management.	
7. Demonstrate a personal commitment to Juwarki's Workplace Health and Safety and Equal Employment Opportunity objectives, to ensure personal safety and safety of others and a workplace free from discrimination and harassment.	All activities carried out in the workplace are conducted in a safe and healthy manner. Wear any recommended PPE. Acts appropriately in the workplace to ensure a discrimination and harassment free environment.
<p><b>Specific Accountabilities:</b></p> <p>Demonstrate a personal commitment to Juwarki's Workplace Health and Safety and Equal Employment Opportunity objectives, to ensure personal safety and safety of others and a workplace free from discrimination and harassment.</p>	All activities carried out in the workplace are conducted in a safe and healthy manner. Wear any recommended PPE. Acts appropriately in the workplace to ensure a discrimination and harassment free environment.
Compliance with all relevant legislation, work policies, procedures and practices, including the organisations Code Of Conduct.	All work practices and behaviours in the workplace are appropriate and fitting.

<b>Job Dimensions</b>			
<b>Number of Subordinate Staff</b>	Nil	<b>Subordinate Staff Budget</b>	\$ N/A
<b>Operating Budget \$</b>			

<p><b>Knowledge, Skills and Attributes:</b>  <b>Education / Qualifications</b></p>
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Blue Card - Commission for Children and Young People and Child Guardian

First Aid Certificate

Cert IV level qualification in community work and drug and alcohol service delivery and or Indigenous Primary Health Care.

### ***Specialised Job Knowledge / Experience / Demonstrated Ability***

#### ***Personal Attributes***

***Aboriginal and Islander Community*** : A knowledge, understanding and empathy of the Aboriginal & Islander Community, coupled with a demonstrated connection with the community.

***Communication*** - Ability to communicate effectively with clients using well developed interpersonal skills and a deep understanding of Aboriginal and Islander cultures and peoples.

***Rapport***: Maintaining goodwill and dialogue with all people and agencies.

***Persuasion***: Using appropriate methods, skills and styles to get others to accept ideas, concepts or beliefs.

***Empathy***: Recognising and responding appropriately to the needs and feelings of others.

***Judgement***: Reaching sound conclusions based on available information and sound assumptions. Generating viable options and alternatives.

***Client Satisfaction***: Responds actively and with understanding to the needs of clients.

***Teamwork***: Actions which tend to foster team spirit and build and maintain cooperative and productive relationships.

***Communication***: Well developed listening and speaking skills.

***Judgement***: Reaching sound decisions based on available information and sound assumptions. Generating viable options and alternatives.

***Resistance to Stress***: Consistency of performance under situations of stress.

***Tenacity***: Persisting with the task despite adversity. Not giving up.

<p><b>Description signed on:</b></p> <p>.....</p> <p>Date: .....</p>	<p><b>Agreed by Incumbent:</b></p> <p>I understand and agree to carry out the contents of this position description.</p> <p>.....</p> <p>Date: .....</p>	<p><b>Agreed by Chief Executive Officer:</b></p> <p>.....</p> <p>Date: .....</p>
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