



ROLE DESCRIPTION

Job Title:	House Parents (married couple)
Job Type:	Full-time
Salary Classification:	FGH 3.2 scale
2021 Salary Range:	\$46,644.00 per annum dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
School/Entity:	Marrara Christian College
Responsible to:	Manager of Indigenous Boarding
Date:	January 2021

Introduction

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the What We Believe statement. They should act in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible, and that good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

General Expectations:

The organisation's vision is to be a Christian community learning together to live life as God intended, offering hope for the world. Work in the organisation and in its educational communities involves serving and supporting those people for whom the organisation exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Your role as a married couple and house parents is pivotal in the ongoing education of the children and the community will warmly welcome your contribution. We encourage you to become involved in the lives of their precious children by providing a quality Christian family environment, becoming a role model for all students and by guiding, challenging, motivating and caring for the students each day.

Primary role:

Manage the day to day operation of the Family Group Home including care of students, provision of meals, establishment of routines, upkeep of the house and liaison with parents, communities and teachers in a manner that is consistent with Christian principles and with students receiving a Christ-centred education.

Reporting Relationship:

House parents report directly to the Manager of the Indigenous Boarding at Marrara Christian College.

Areas of Responsibility

It is an expectation that House Parents meet the National Standards for Boarding and Student Accommodation (*Copy of which can be obtained from your Line Manager*) in conjunction with the NT Christian Schools Strategic Framework and Code of Conduct.

House Parents are required to adhere to all NT Christian Schools Policies and Procedures and ensure they comply with all reasonable direction from their employer in order to meet the high level of duty of care requirements for caring for students.

Further responsibilities include but are not limited to the following:

Faith Matters

- Establish and maintain a Christian family environment focused on raising young men and women who know their value and identity in Christ.
- Encourage boarders' faith development through family devotions and involvement in a worshipping Christian fellowship, disciplining them where necessary.
- Implement practical, biblical strategies to help students learn to live in harmony and resolve conflict, cultivating a culture of peace in the home.
- Maintain an active involvement in a worshipping fellowship, to ensure there is a community of believers to support us as you serve the boarders in your care.

People Matter

- Provide continual supervision and care for each boarder that is reasonable and adequate for the context.
- Ensure appropriate supervision measures are in place when taking boarders away from their normal place of residence, for example, through regular check in, emergency response, and risk assessment procedures.
- Develop a framework for student conduct within your house, and establish such household routines as will encourage a climate of care within the home.
- Promote standards of cleanliness and educate students in sound hygiene practices.
- Provide general first aid. Actively manage and plan boarder access to medical, dental and psychosocial care as required, taking the opportunity to "close the gap".
- Coordinate household homework and recreation programmes.
- Prepare all meals. Ensure that students have an appropriate, nutritious diet and that consumption of junk food and takeaway food is minimised. Implement safe food handling practices.
- Comply with all requirements of the NT Christian Schools Child Protection Policy, Privacy Policy, and all other relevant Policies, procedures and guidelines including the Family Group Homes and Staff Information Handbooks.
- Identify physical safety hazards in the home and when away from the home, and take steps to minimise them.
- For all activities comply with the risk assessment policy and procedures, and complete and submit risk assessments as required.
- Comply with all fire, safety, emergency and critical incident procedures as they apply to the Family Group Home.
- Maintain current Senior First Aid qualifications.
- Maintain current bronze medallion qualifications or obtain within the first three months of employment. Follow all water safety guidelines and ensure full supervision when around water.

Learning Matters

- Ensure that students are adequately prepared for school and attend each day.
- Provide all necessary transport for student travel while boarders are in your care.
- Support students to complete homework, projects and assignments.
- Provide the FGH Manager and relevant teachers with insight about language levels and the support needs of individual students.
- Create and plan recreational opportunities for boarders that promote age appropriate learning and the development of positive relationships.
- Maintain a LR license and participate in driver training as required.
- Complete a Certificate IV in Community Services or equivalent during second year as a House Parent (if not already qualified to Cert IV or higher).
- Attend all scheduled professional development sessions and training as required (unless it was specified that one house parent may attend on behalf of the couple).

Leadership Matters

- Model biblical leadership (including spiritual leadership and servant leadership) in the home environment.
- Model healthy, functional family relationships and biblical conflict resolution through your day-to-day words and interactions.
- Support boarders to engage in leadership roles where appropriate within the community, for example in sport or church.
- Encourage opportunities for culturally relevant student leadership in the home.

Relationships Matter

- Strive to see students as God sees them, accepting them as people made in the image of God, fallen, redeemed through Christ, and whom God loves and has plans and purposes for their lives.
- Foster a loving home environment, demonstrating a clear commitment to love and care for the boarders in your home as a 'Mum' or 'Dad' figure.
- Positively engage with and invest in a good relationship with each boarder.
- Conduct regular weekly house meetings to discuss and establish mutual responsibilities.
- Liaise with families, for example welcoming them into the home or speaking with them over the phone, to provide information about the boarding environment and manage their expectations about the boarding experience.
- Participate as required in all scheduled FGH Program coordination meetings.
- Meet regularly with other FGH staff to share the individual and collective needs and concerns of students in order to provide consistent appropriate care, bearing confidentiality requirements in mind.
- Model a process of biblical peacemaking in the home and follow NT Christian Schools Conflict Resolution Policy.

Stewardship Matters

- Teach students to care for the environment, be good stewards of God's creation and provision, and to use available resources wisely.
- Manage household finances within the allocated budget, keep proper records as directed, and submit all records for processing in line with Policies and Procedures.
- Purchase all food and necessary equipment in line with the allocated budget.

- Undertake the general upkeep of the assigned Family Group Home, including regular cleaning of the house and gardens and other facilities, consistent with reasonable standards of care and cleanliness.
- Ensure all property at the Family Group Home residence is preserved and cared for.
- Advocate for changes to maintain and improve facilities where required.
- Undertake the general maintenance and upkeep of the Family Group Home vehicle, ensuring is kept in a safe place, in a clean presentable condition and submit a monthly report so that prescribed servicing can take place and report any damage to the vehicle in a timely manner.

Professional Development:

Staff are expected to undertake professional development as deemed appropriate and participate in in-service as directed. For House Parents, preference will be given to participation in the Certificate of Residential Care offered by Boarding Australia.

Performance Review:

A New Staff Review Process will take place in the first six months of employment. A process of regular performance review is part of employment for all staff.

Confidentiality:

All staff are expected to maintain confidentiality and not disclose any information which comes into their knowledge concerning the affairs of the Family Group Homes, the organisation's schools, any student or employee of the organisation or the Board to any other person, other than that which is in the public domain or is required by law to be disclosed to any other person.

Staff are not permitted to distribute any photos, conversations or interactions on their personal Social Media platform at any time, as per MCC Boarding Staff Procedure Manual.

Requirements

- Certificate IV in Community Services – Student Residential Care through Boarding Australia Training or a willingness to obtain qualification (within 1st year of employment)
- Basic computer skills
- Formal NT Christian Schools application (available on website)
- Current curriculum vitae
- NT Working with Children Clearance (Ochre card)
- NT Drivers License
- Recent Criminal History Check (issued within the last 12 months)
- Demonstrate an active Christian commitment

Key Attributes

- Experience interacting and dealing with teenagers
- Excellent communication and conflict resolution skills
- A commitment to quality care for children
- A good team player
- Flexible and objective
- Ability to work without direct supervision

Desirable on employment, required for ongoing employment

- Current Senior First Aid qualifications
- Current bronze medallion qualifications (at least 1 HP per home or as negotiated with Manager)
- Class 'LR' Driver License