



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Family Group Home House Parent</b>
<b>Job Type:</b>	Full-time
<b>Salary Classification:</b>	FGH 3.1 – FGH 3.2
<b>2020 Annual Salary:</b>	\$45,819.00 - \$46,644.00 (4 weeks AL) Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
<b>School/Entity:</b>	Marrara Christian College
<b>Responsible to:</b>	Manager of Indigenous Boarding
<b>Date Advertised:</b>	October 2020

### 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 House Parent 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

Maintain 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 Indigenous Boarding at Marrara Christian College.

**Key areas of responsibility**

- Provide constant supervision and care for all allocated boarding students.
- Maintain the framework for student conduct within your house carrying out household routines, as will encourage a climate of care within the home.
- Maintain a Christian environment in the home and encourage students' Christian growth through devotions and involvement in a Christian community.
- Promote standards of cleanliness and sound hygiene practices among your students.
- Provide general first aid. Access medical and dental care as required.
- Ensure that students are adequately prepared for school and attend each day. Provide all transport for necessary student travel while they are in your care.
- 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.
- Maintain household finances within the allocated budget and keep proper records as directed. Purchase all food and materials as required within the budget.
- Ensure that all property is preserved and cared for.
- Undertake the general upkeep of your assigned Family Group Home, including regular cleaning of the house and gardens and other facilities, consistent with reasonable standards of care and cleanliness.
- Ensure that the house bus is maintained in a safe and presentable condition. Submit a monthly report so that prescribed regular servicing can take place.
- Cooperate with House Parents in other Family Group Homes to contribute to and benefit from shared insights, practices and programmes.
- Liaise with the Manager of the FGH programme and the Principal as required, including participation in all meetings and all Professional Development sessions (all House Parents) as arranged.
- Complete Family Group Home administrative tasks as required.
- Maintain regular liaison with families and communities.
- Maintain regular liaison with teachers, tutors and other people who work with the students.
- Comply with all requirements of the NT Christian Schools child protection policy and the Family Group Homes and Staff Information Handbooks.
- Other duties as directed by the Family Group Homes Manager.

**Professional Development**

Staff are expected to undertake professional development as deemed appropriate and participate in in-service as directed.

**Confidentiality**

All staff are expected to keep confidentiality and not disclose any information which comes into their knowledge concerning the affairs of the Family Group Homes, the 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.

## **Selection criteria**

### **Essential**

- Certificate IV in Community Services – Student Residential Care through Boarding Australia Training or a willingness to obtain qualification (within 1<sup>st</sup> year of employment)
- Basic computer skills
- Completed NT Christian Schools application (available on website)
- Current CV
- Cover letter
- NT Working with Children Clearance (Ochre card)
- 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**

- Current Senior First Aid qualifications
- Current bronze medallion qualifications
- Class 'LR' Driver Licence
- Previous experience providing student residential care