



**POSITION DESCRIPTION: House Parent**

**Kimberley Education Excellence Program (KEEP)**

OUR CORE VALUES
<b>Underpinning the work of Wunan are:</b>
• <b>Urgency for change:</b> acting now to make change happen today
• <b>Leadership:</b> priding ourselves in being role models for others
• <b>Diligence:</b> doing things once and doing them right
• <b>Accountability:</b> being responsible for everything we do
• <b>Integrity:</b> doing the right thing even when no one is watching

<b>CLASSIFICATION</b>	House Parent
<b>AGREEMENT TYPE</b>	Fixed Term Award
<b>ESSENTIAL REQUIREMENTS</b>	Management of student accommodation
<b>REPORTS TO</b>	Senior House Parent (Team Leader)
<b>POSITION LOCATION</b>	Sydney NB: travel to Sydney, Kununurra and elsewhere in regional WA may be required
<b>WORK TYPE (FT/PT/CASUAL)</b>	Full Time to 31 December 2019
<b>SALARY RANGE</b>	Base Salary \$42,347 pa, dependent on experience and qualifications
<b>TERMS &amp; CONDITIONS</b>	<ul style="list-style-type: none"> <li>• Must be non-smoking</li> <li>• Limited private use of Wunan motor vehicle, within 200km radius of base, with after-hours use in accordance with Wunan Work Vehicle Policy</li> <li>• Rent, utility costs and food purchase costs met by Wunan (during school term only and at KEEP Home only)</li> <li>• Provision of mobile phone</li> <li>• One return airfare to place of recruitment each year (up to maximum value \$1000)</li> <li>• Provision of a phone/fax with broadband internet facilities for home office/ business use.</li> <li>• Salary Sacrifice Packaging</li> <li>• Superannuation benefits</li> <li>• Up to 8 weeks annual leave/annum dependent upon school term schedule</li> <li>• Five (5) days Personal Leave</li> </ul>



	<ul style="list-style-type: none"> <li>Up to five (5) days Professional Development Support (includes travel time &amp; only be taken during school term break)</li> </ul>
<b>WORKING WITH CHILDREN</b>	Required (before commencement)
<b>CRIMINAL RECORD CHECK</b>	Required (before commencement)
<b>DRIVERS LICENCE</b>	C and F required
<b>FIRST AID CERTIFICATE</b>	Required or enrolled in course prior to commencement
<b>PRIMARY PURPOSE</b>	<p>To deliver services on behalf of the Wunan Foundation. KEEP is an educational service. On occasions, a House Parent may be required to assist with the delivery of other Wunan services.</p> <p>KEEP aims to transform lives through the power of education. The program provides Aboriginal high school students with 'home like' accommodation to enable them to attend school in Perth or Sydney.</p> <p>KEEP works as a partnership between students, parents, schools, Abstudy and Wunan. All partners are expected to actively contribute to student outcomes.</p> <p>The House Parent is responsible for the care of students, parental engagement, liaison with schools, and day-to-day management of the facility. In addition, the House Parent undertakes administrative, financial and reporting tasks related to KEEP.</p>



## KEY ACCOUNTABILITIES

### Duty of Care

- To understand legal requirements relating to the supervision of students
- To care for resident students
- To meet the housekeeping and nutritional requirements of students
- To set daily routines for students and encourage a positive attitude towards completion of household tasks allocated to them
- To hold regular meetings with resident students to air any issues or concerns
- To encourage sound homework and study habits.

### Pastoral Care

- To provide a safe and nurturing environment in which students have an opportunity to develop to their potential: academically, emotionally, socially, culturally and physically
- To enable students to maintain connections with their family, carers, community and culture
- To consistently model positive attitudes and values to students
- To facilitate access to counselling where required.

### Personal Development

- To ensure students have opportunities to attend and participate in sporting, recreational & cultural activities and events
- To support schools in meeting the academic and other developmental needs of students
- To treat students with fairness and respect by applying a consistent, firm and fair approach to the management of their behaviour
- To ensure the Wunan Team Leader KEEP is informed of individual student health, emotional or social issues, and attitudinal or behavioural concerns
- To monitor the social and emotional well being of students
- To provide advice, support and information to students.

### Administration

- To record and report on the involvement of students in school and extra-curricular activities



- To manage the household budget and report on expenditure
- To collect information that assists the Manager Education to report against key performance indicators
- To maintain individual student case files.

#### **Relationships**

- To establish and maintain appropriate collaborative networks with schools, tutors, sponsors and other stakeholders
- To actively participate in community events relevant to KEEP
- To contribute to a team culture within Wunan
- To promote and extend Wunan's service footprint.

#### **Promote Wunan Values**

- To actively promote and support the Wunan vision, values, ethics and standards of staff behaviour
- To undertake activities that contribute to professional growth where they are relevant to KEEP
- To work co-operatively and collaboratively as a team member
- To contribute to a spirit of continuous improvement to ensure KEEP is at the forefront of progressive educational practice
- To demonstrate a flexible approach to work by undertaking other tasks as required by the Team Leader KEEP and Manager Education.

#### **Health and Safety**

- Knowledge and understanding of Occupational Health & Safety requirements and responsibilities, including policies, operating procedures and instructions
- To report and work to reduce all risks, hazards, near misses and accidents
- To make sure all equipment and facilities are maintained and operated in a safe manner
- To be familiar with emergency and evacuation procedures
- To provide student s with medical assistance and link with health services where required



	<ul style="list-style-type: none"> <li>• To ensure all regulations around food preparation and storage are met</li> <li>• To prepare and cook healthy meals on a daily basis, ensuring dietary needs of students are met.</li> <li>• To ensure a high standard of cleanliness</li> <li>• To ensure any hazardous material or chemicals are locked away when not in use.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• To undertake other duties as required which may include relief and the provision of respite at other KEEP Homes</li> <li>• To accompany students travelling to and from their home communities, where required</li> <li>• To visits families of students &amp; prospective students where required</li> <li>• To work co-operatively and collaboratively as part of a team</li> <li>• To commit to continuous improvement to ensure the KEEP program is positioned at the forefront of progressive education</li> <li>• To demonstrate a flexible approach to your work by undertaking other tasks as required.</li> </ul>
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<b>KEY CHALLENGES</b>	<ul style="list-style-type: none"> <li>• Ensuring the wellbeing and development of students in Wunan’s care, many of whom may have experienced challenging life circumstances</li> <li>• Building and maintaining relationships with families, schools, Wunan staff and other stakeholders to promote the wellbeing and development of students.</li> <li>• Contributing to the achievement of Key Performance Indicators</li> <li>• Ensuring the KEEP Home is operating efficiently and effectively.</li> </ul>
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<b>KEY RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• Students in residence</li> <li>• Schools attended by KEEP students</li> <li>• Parents and carers</li> <li>• Other House Parents</li> <li>• Abstudy</li> <li>• Sponsors</li> </ul>
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<b>SELECTION CRITERIA: REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Funding bodies.</li> </ul> <p><b>Essential Pre-requisites</b></p> <ul style="list-style-type: none"> <li>• Current Working with Children Check (self, partner &amp; resident family members)</li> <li>• Current National Police Clearance (self, partner &amp; resident family members)</li> <li>• Understanding of Mandatory Reporting requirements</li> <li>• Current Drivers Licence, and ability to upgrade to a 14 seater bus licence</li> <li>• Non-smoking.</li> <li>• No pets allowed</li> <li>• Current First Aid Certificate</li> </ul> <p><b>Desirable Attributes</b></p> <p><u>Management</u></p> <ul style="list-style-type: none"> <li>• Responsiveness to work priorities set by the Wunan Senior House Parent/ Team Leader (KEEP) and the Wunan Manager Education</li> <li>• Ability to efficiently manage the household budget of a KEEP home</li> <li>• Ability to work both independently and within a team environment</li> <li>• Ability to manage time</li> <li>• An understanding of the Abstudy scheme</li> <li>• Basic computer skills, including the ability to use spreadsheets, word processing, calendar and email.</li> <li>• Commitment to the principles of Equal Opportunity.</li> </ul> <p><u>People skills</u></p> <ul style="list-style-type: none"> <li>• Understanding of the issues/challenges faced in working with Indigenous students, parents and schools</li> <li>• Effective communication skills including, oral, data recording, basic report writing, networking, negotiating, and relationship building</li> <li>• Ability to manage conflict</li> <li>• Cultural competence and the ability to work across cultural differences.</li> </ul> <p><u>Ability to work with Youth</u></p> <ul style="list-style-type: none"> <li>• Capacity to meet the physical, educational and residential needs of resident students</li> <li>• The ability to respond effectively and calmly in stressful situations such as student home sickness, health issues, and other everyday challenges encountered when dealing with adolescents</li> </ul>
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	<ul style="list-style-type: none"> <li>• Awareness of and sensitivity towards the challenges faced by students placed in a new cultural and educational environment</li> <li>• Ability to provide cultural, emotional and physical support to young people</li> <li>• Ability to engage and work respectfully with youth and their families.</li> </ul> <p><b>Desirable Previous Experience</b></p> <ul style="list-style-type: none"> <li>• Experience supervising and working with Indigenous students in a residential environment</li> <li>• Experience managing the day-to-day operations of a similar facility, including the ability to plan, organise and manage work priorities</li> <li>• An understanding of Indigenous education and family socio-economic circumstances, especially within the Kimberley region</li> <li>• Demonstrated record of success in caring for and leading young people.</li> </ul> <p><b>Desirable Qualifications</b></p> <p>Completion of a diploma level qualification or Certificate III or IV or other course relevant to the provision of care.</p>
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<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Aboriginal &amp; Torres Strait Islander people are particularly encouraged to apply.</li> </ul>
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I \_\_\_\_\_ have read, understand and accept the duties and responsibilities of this position description.

\_\_\_\_\_ Signed  
 Witness    Date