

CHC50325 Diploma of Child, Youth and Family Intervention Workplace Resources Checklist

All items below must be present for the duration of the placement.

- Access to a facility that provides child, youth and family intervention services, **and includes child protection services**—examples of specific settings can include, but are not limited to:
 - State statutory child protection agencies
 - Specialist family support and counselling services
 - Foster care
 - Residential care
 - Children's commissions
 - Forensic and correctional services
 - Hospital and community health
 - Joint investigation response teams
 - Child wellbeing units
 - Adoption agencies
 - Management and governance
- Access to clients including children, young people, carers and families
- Access to clients from a range of cultural backgrounds, including Aboriginal and Torres Strait Islander peoples including their families and carers
- Access to legalisation and regulations relating to the provision of services
- Accreditation standards (as applicable)
- International and national charters
- Access to behaviour, specialist and other support services for referral
- Workplace journals
- access to current, relevant legislation, regulations, codes of practice, policies and procedures such as those relating to:
 - WHS and emergency response procedures
 - Conduct
 - Discrimination
 - Complaints Management
 - Continuing professional education
 - Dignity of risk
 - Duty of Care
 - Human Rights
 - Informed consent
 - Mandatory Reporting
 - Practice Standards
 - Professional boundaries
 - Privacy and confidentiality
 - Records management
 - Industrial relations information
 - Work health and safety
 - The provision of grief and loss support
 - Crisis prevention and intervention procedures
 - Restrictive Practices Procedures
 - Responding to disclosure
 - Referral procedures
 - Risk assessment
 - Client assessment processes
 - Legislative requirements related to working with clients who have trauma
- Workplace documentation including:
 - Client records
 - Individualised case plans
 - Care plans

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- Incident reports
 - Case notes
 - Progress reports
 - Treatment Plans
 - Client questionnaires and feedback forms
 - Referral forms
 - Intake forms
 - Assessment materials
 - Intervention and prevention program materials
- Workplace equipment and resources including:
 - Client databases
 - Reporting forms and documentation, including for WHS
- Personal protective equipment appropriate to the role and work area
- Protective aids and alert and safety devices: emergency call systems, key safe, I.D.
- Mobility aids as applicable to the community services and client needs
- Workplace technology, including computers, laptops, telephones, printers
- Access to a supervisor with a Diploma of Child, Youth and Family Intervention or higher level qualification