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Service Stream	Families and Young People Services	Category	Residential Care and Transition Services
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The purpose of this document is to outline the key responsibilities for team meetings for members of the care team, including the Residential Care Workers, Senior Residential Care Workers, and Care Team Leaders, in an effort to continue to demonstrate leadership and social responsibility within the care teams.

Residential Care Worker (RCW) responsibilities

- Prioritise attendance at allocated team meeting each fortnight (or as scheduled) for the scheduled duration of the meeting;
- Ensure on time attendance and ability for full participation from the scheduled commencement of the meeting. For virtual meetings, full participation means camera and sound access in a quiet and private space;
- Ensure professional presentation at all meetings (i.e. appropriate dress, no distractions, etc.); and
- Prepare for team meeting by reviewing and planning feedback for Goals Update and any action items from previous meetings.

Senior Residential Care Worker (SRCW) responsibilities

The SRCW is responsible for ensuring that the following tasks are carried out:

- Prioritise attendance at the commencement of meeting to model leadership and building community;
- Set up meeting room with tables for team meetings no later than fifteen (15) minutes prior to the commencement of the scheduled meeting time (face-to-face meetings);
- Ensure that minutes from the team meetings are recorded on CTARS in the MC Team Meeting Minutes Form;
- Ensure that attendance is recorded within the MC Team Meeting Minutes Form, including time of arrival and departure (if different from the scheduled meeting time) and send a copy to the rostering team;
- Ensure that the team meetings are running on time, as per Team Meeting format examples below;
- Facilitate discussions around house issues;
- Clean up meeting rooms at end of team meetings, including tables folded away, chairs stacked on side of room, all dishes washed, dried and put away, floor swept, and any rubbish removed to the big bins outside (face to face meetings); and
- Lock the room and return keys to administration if you are the last to leave (face to face meetings).

Care Team Leader responsibilities

Care Team Leaders are responsible for the facilitation of Reflective Practice Discussions and review and update of Goals at the team meetings for each of their respective programs. Care Team Leaders must:

- Prioritise attendance at team meetings each week. If there is an urgent matter to attend to, this must be negotiated with the respective Senior Program Manager so that an alternative plan can be made for facilitation of the meeting;
- Ensure that all staff have a Teams invite to the meeting (for virtual meetings)

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- Ensure that all resources necessary for the meeting are available (e.g., materials for reflective practice);
- Assist the SRCW to ensure that tables are set up for each team no later than fifteen (15) minutes prior to the commencement of the scheduled meeting time (face to face meetings);
- Facilitate Goals Progress Update and Reflective Practice discussions during the meeting; and
- Where a Care Team Leader has two programs meeting on the same day, they will ensure that they are available to facilitate Goals and Reflective Practice discussions as a priority.
- Ensure that all team members participate fully for the entirety of the meeting by demonstrating effective group facilitation.

Team Meeting format examples with suggested times

PD week	
10:30am to 1:30pm	<ul style="list-style-type: none"> • Community Meeting – 10 mins • Goals Updates – 90 mins • House issues and set agenda items – 20 mins • PD & Reflective Discussion – 60 mins <p><i>Time split between two houses, if required. Order may vary.</i></p>

Non-PD week	
10:15 to 10:30am	<ul style="list-style-type: none"> • Meeting preparation/set-up
10:30am to 1:30pm	<ul style="list-style-type: none"> • Community Meeting – 10 mins • Organisation/Policy updates – 5 mins • Goals Updates – 90 mins • House issues and set agenda items – 15 mins • Sanctuary Topic and/or Reflective Practice Topic – 60 mins <p><i>Time split between two houses, if required. Order may vary.</i></p>

Related documents
Reflective Practice/Group Supervision Templates

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