



St. Bartholomew's House
Reconnecting lives.

Site Coordinator Mental Health Support Services Full Time—76 hr per f/n \$58,322 p/a

St Bartholomew's House provides community based support, accommodation and assistance to homeless individuals, and establishes collaborative partnerships with individuals and other organisations to eliminate or reduce homelessness.

St Bartholomew's House are seeking a dynamic person to coordinate one of St Bartholomew's House Licensed Psychiatric Hostels, located in Middle Swan. The post will manage staff, oversee resident support and liaise with local Mental Health Services. Working closely within a small team the posts will be responsible for day-to-day decisions for the site. This post is also part of the wider St Bartholomew's House management team.

Job Criteria:

- Diploma in community services, mental health, health services or equivalent
- Demonstrated experience working with people with mental illness. Understanding of social disadvantage and issues related to homelessness. Additional qualifications in mental or drug/alcohol would be beneficial.
- Demonstrated knowledge of Occupational Health and Safety and Equal Opportunities legislation
- Computer literate with ability to undertake administration tasks.
- Experience working with agencies such as Mental Health Services, NGO's, community agencies Applied First Aid certificate (formally known as Senior First Aid) (with at least four months validity)
- Current police clearance certificate (with at least three months validity)
- Valid WA Drivers Licence (Class C)

In addition to providing your CV, all applicants must address the job criteria in a separate document of no more than a total of two pages for all the job criteria.

Rewards:

- Excellent working conditions
- Four weeks annual leave
- Competitive Salary Packaging

For more information or any queries on this position please contact **Rosemarie Dravnieks** on **9323 5186** or email **Coordinator.mhss@stbarts.org.au**

Applications close: Wednesday 15th February 2012

Interview Dates: Wednesday 22nd February 2012

An application pack can be obtained by contacting
admin.officer@stbarts.org.au
or calling (08) 9323 5121.