

# EMPLOYMENT OPPORTUNITY

## ACCESS AND ASSESSMENT OFFICER

Fixed Term (Initially 3 months) Part Time (45.6 hrs per fortnight)

Crisis & Transitional Program

Based at Lime Street, East Perth

Level 4 (commencing salary \$61,315 p/a)

**The Crisis & Transitional program provides accommodation for men aged over 18 who are experiencing or at risk of homelessness. We support clients to identify their own strengths and to develop or enhance their personal coping skills. While we acknowledge the challenges clients have experienced, we support clients to articulate and work toward their hopes for the future.**

### ***This Opportunity***

The Crisis & Transitional Program is seeking a suitably qualified applicant for the position of Access and Assessment Officer. We are looking for someone who has demonstrated experience working with disadvantaged people and who embraces our values of *empowerment, innovation, commitment, collaboration* and *social justice* in their approach to their work.

The Access and Assessment Officer ensures clients have equitable access to the Crisis and Transitional Accommodation Service on the basis of need and consistent with service eligibility criteria and guidelines.

The successful applicant will have an understanding of issues related to homelessness and have the ability and experience to undertake intake and screening activities, including suicide and violence risks. A willingness to develop knowledge and understanding of trauma informed practice and to work within this framework is also essential.

A relevant 3 year degree, or lesser qualification with a minimum of 3 years experience is required. High level written and verbal communication skills and the capacity to manage your own workload are also requirements for this role.

### ***What We Offer***

We offer a supportive working environment and a competitive salary as well as access to attractive salary sacrifice benefits. Professional development is encouraged and all staff have access to a comprehensive in-house training program.

### ***How to Apply***

Please visit [www.stbarts.org.au/employment](http://www.stbarts.org.au/employment) and review the Job Description for this vacancy. In order to apply, please submit:

- Completed Job Application Form (on our website)
- Resume
- Statement Addressing Job Criteria (criteria are listed in the Job Description)

**Applications should be emailed to Jakky Keenan [hadmin.officer@stbarts.org.au](mailto:hadmin.officer@stbarts.org.au)**

### ***More Information***

For queries about the application process please contact

**Jakky Keenan [hadmin.officer@stbarts.org.au](mailto:hadmin.officer@stbarts.org.au)** or 9323 5174

For queries about the position please contact

**Edel O'Neill [Coordinator.HTSS@stbarts.org.au](mailto:Coordinator.HTSS@stbarts.org.au)** or 9323 5104

**Applications to be received by 15 January 2018 at 4.00 p.m.**

## **JOB DESCRIPTION**

<b>Job Title:</b>	Access and Assessment Officer
<b>Area of work:</b>	Crisis and Transitional
<b>Location:</b>	7 Lime St, East Perth WA 6004
<b>Reports to:</b>	Coordinator Crisis & Transitional
<b>Relationships:</b>	Reports to: Coordinator Crisis & Transitional Liaises with: Coordinator Crisis & Transitional, Crisis Team Leader, Case Managers and Support Workers, Volunteer Coordinator, Volunteers

### **Organisation**

St Bartholomew's House helps people who are homeless or at risk of homelessness achieve positive life outcomes.

### **Our Values**

Our values are the guiding principles that drive and support our Mission. They shape the way we approach our work and provide the underlying framework for our decision making and the services and programs we offer.

### **Empowerment**

We create a community where everyone believes they have the ability to make a difference.

### **Innovation**

We foster an environment where creativity thrives.

### **Commitment**

We have the courage and determination to make it happen.

### **Collaboration**

We work together to achieve shared goals.

### **Social Justice**

We believe everyone has a right to equitable treatment, dignity and compassion.

## **The Crisis & Transitional Service**

The Crisis & Transitional program provides accommodation for men aged over 18 who are experiencing or at risk of homelessness. We support clients to identify their own strengths and to develop or enhance their personal coping skills. While we acknowledge the challenges clients have experienced, we support clients to articulate and work toward their hopes for the future.

### **Position Description**

The Access and Assessment Officer ensures clients have equitable access to the Crisis and Transitional Accommodation Service on the basis of need and consistent with service eligibility criteria and guidelines.

### **Job Criteria:**

- Diploma in community services or qualification in related subject or lesser formal qualification with a minimum of 3 years relevant experience
- Demonstrated experience working with disadvantaged people and understanding of issues related to homelessness, additional qualifications in mental health or drug/alcohol would be beneficial
- The ability and experience to undertake intake and screening activities, including suicide and violence risks
- Willingness to develop knowledge and understanding of trauma informed practice and to work within this framework
- Exceptional interpersonal skills with the ability to work with a diverse range of people,
- Excellent organisational and time management skills, including the ability to prioritise and manage multiple and competing work tasks
- Computer skills including word processing, spreadsheets and database applications.
- Ability to work both independently and collaboratively as a productive team member
- Knowledge of occupational health and safety regulations and practices and relevant standards and legislation
- Applied First Aid Certificate (with at least four months validity)
- Current police clearance certificate not more than three months old.

### **Example of key duties**

- Support the access and intake system, answer phone calls and enquiries, assess referrals and conduct face to face interviews.
- Liaise with referring agencies and obtain additional client information from external agencies when necessary
- Conduct risk assessments including assessment of suicide risk and violence risk.
- Build and maintain effective relationships with referring agencies and other key stakeholders
- Assist in the development of service and organisational policy and procedures
- Monitor and manage vacancies to optimise occupancy
- Maintain up-to-date client records and comply with data collection standards.
- Participate in relevant training and development activities as an effective team member.

### **Personal Attributes**

- Good conceptual, analytical and problem solving skills
- High levels of professionalism, confidentiality and discretion.

- Positive and collaborative team player.
- Adaptability and flexibility to changing work environments and requirements

**Other Requirements**

- Applied First Aid (with at least four months validity)
- Police clearance certificate (not more than three months old)

This document is an accurate statement of the job description of this position.

Signed: Niall Rhutigan

Print Name: Niall Rhutigan

**GM Services – December 2017**

**Employee Declaration**

I have read and understood the content of this job description. I acknowledge that I am employed to fulfil this role. I understand that this job description details the skills and capabilities required for the role and that the duties listed are not exhaustive and are provided as examples only.

Signed: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_