



St. Bartholomew's House
Reconnecting lives.

EMPLOYMENT OPPORTUNITY

SUPPORT WORKER

Permanent Full Time (76 hours per fortnight)

Crisis & Transitional Program

Based at Lime St, East Perth

Level 2 (\$48,530 p/a plus shift loadings)

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 (C & T) program is seeking a suitably qualified and experienced staff to join our Support Worker team. We are looking for people who have demonstrated experience working with disadvantaged people and who embrace our values of *empowerment, innovation, commitment, collaboration* and *social justice* in their approach to their work.

Support Workers provide emotional support and guidance to clients and liaise with prospective clients as well as external agencies and are required to have high level written and verbal communication skills. They are also required to use St Bart's electronic systems to record case notes and should be competent in the use of IT.

An understanding of issues relating to homelessness, alcohol and other drugs and mental health would be highly desirable.

What We Offer

As an employee of St Bart's 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 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

More Information

For queries about the application process please contact

Jakky Keenan hadmin.officer@stbarts.org.au or 9323 5174

For queries about the position please contact

Edel O'Neill Coordinator.HTSS@stbarts.org.au or 9323 5104

Applications to be received by 17 January 2018 at 4.00 p.m.



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JOB DESCRIPTION

Job Title:	Support Worker
Area of work:	Crisis & Transitional (C & T)
Location:	Your initial location of employment will be at 7 Lime Street East Perth
Reports to:	Crisis Team Leader
Relationships:	Coordinator C & T Liaise with: Case Managers

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

Crisis & Transitional (C & T)

St Bart's Crisis and Transitional program provides safe, supported accommodation options for single males, aged 18 years and over. The program empowers individuals to take control and make positive changes in their life, which will enable them to transition out of homelessness.

Position Description

Support Workers work alongside Case Managers and the wider team to provide support to clients in the service. Support Workers provide direct emotional support to residents and liaise with prospective clients and external agencies.

Job Criteria:

- Minimum Certificate III in Community Services or related subject
- Demonstrated experience working with disadvantaged people and understanding of issues related to homelessness, additional qualifications in mental or drug/alcohol would be beneficial
- Demonstrated knowledge of occupational health and safety regulations and practices and relevant standards
- Demonstrated experience completing case notes for client files
- Computer literate with ability to undertake administration tasks
- Able to work shifts
- Current valid WA Drivers Licence (Class C)
- Applied First Aid Certificate (with at least four months validity)
- Current police clearance certificate not more than three months old.

Example of key duties

- Provision of emotional support and guidance to clients
- Carrying out admissions and dealing with prospective clients
- Documentation of client notes onto database
- Completion of initial interviews and follow up support to assist individualised plans
- Dealing with external agencies
- Maintaining daily operations of the service
- Carrying out room inspections

Examples of skills required

- Good communication skills
- Conflict resolution
- Computer literate and strong administration skills
- Ability to deal with challenging behaviour

Other requirements

- Own car (mileage incurred on behalf of the position is refunded to the employee)
- Preparedness at times to work outside normal business hours, including weekends
- Understanding of community sector policies and services
- Ability to work a range of shifts including day, afternoon and night
- A three month probation period may apply.

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

Signed: C. E. [Signature]

Print Name: CAROL HOUGHTON

Chief Executive Officer – August 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: _____