

POSITION DESCRIPTION

Position Title	Social Support Assistant	Position Number	SBH-124
Service Area	James Watson Centre		
Remuneration	Level 2	Position FTE	1.0FTE (38 hours per week)
Reporting to	Clinical Care Coordinator		
Supervision of	No direct supervisory responsibilities		
			Updated December 2021

Our Vision, Mission and Values

Our Vision

A community where everyone has a safe and secure place to call home.

Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

Our Values

St Bart's aims to foster a culture that embraces our values and which reflects what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the duties of this position.

- 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.

Position Overview

The Social Support Assistant supports enrichment and promotes wellbeing, participation and functional independence in everyday activities for James Watson Centre residents. Through a person-centred approach, the role facilitates appropriate lifestyle activities and programs which are in line with the residents care plan and their willingness to participate.

**We're by
your side.**



St Bart's

Key Responsibilities

- In consultation with Occupational Therapists and Physiotherapists, prepare and facilitate a therapy program, including both individual and group activities.
- Act as a key liaison point allied health professionals ensuring the therapy program needs of the residents are met.
- Complete factual and ethical documentation as required, including reporting and evaluation of the therapy program and resident participation.
- Enable residents to meet their emotional, psychological, cultural and spiritual needs.
- Encourage and support residents to engage in activities and the broader facility community.
- Support residents with ad hoc requirements as directed.
- Management of activity funds e.g. resident shopping and personal requirements.
- Escalate changes in residents care needs or behaviours to the nurse as soon as noticed (as far as practicable).
- Attend regular meetings as required.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Occupational Health and Safety requirements and as directed by St Barts.
- Participate in the St Barts Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Barts.
- Understand, comply with, and adhere to the St Barts Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault requirements within set timeframes.
- Participate in, and contribute to, all St Barts Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

Selection Criteria	
Education	
Tertiary qualification in Allied Health Assistance, or a similar discipline	Essential
Qualification or further training in mental health	Essential
Experience	
Work experience relevant to the position	Essential
Demonstrated experience working with disadvantaged people and understanding of issues related to homelessness	Essential
Previous experience working within Aged Care	Desirable
Knowledge, Skills and Abilities	
Well-developed communication and interpersonal skills, with the ability to create rapport and build relationships with consumers and other stakeholders while maintaining professional boundaries	Essential
The ability to promote residents independence and choice in the activities offered, through ensuring access to a choice of group and individual activities	Essential
Computer literacy, with the ability to use MS Office Suite	Essential
Ability to take initiative, problem solve and work autonomously when required	Essential
Other	
Current NDIS Worker Screening Check	Essential
Current First Aid Certificate	Essential
A current WA "C" Class Drivers Licence	Essential

Declaration

I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

Employee

Name

Signature

Date
