**POSITION DESCRIPTION**

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| **Position Title:** | Recovery Support Worker | | SBH-162 |
| **Area / Service Area :** | Services | Integrated Services | Arnott Villas |
| **Reporting To:** | Service Manager | | |
| **Position FTE:** | 1 | 22.8 hours per week | |
| **Remuneration:** | Level 2 | | |
| **Directly Supervises:** | No direct supervisory responsibilities | | |
| **Indirectly Supervises:** | Volunteers, students | | |
| **Key Relationships:** | St Barts operational and services staff, health and wellbeing services, Community Mental Health Teams, Other NGO’s and community organisations, housing providers. | | |
| **Version:** | 30/04/21 | | |

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| **Primary Purpose of Position** |

The primary purpose of this position is to provide support to consumers experiencing homelessness, mental health or other personal/social challenges in their recovery journey, building independence, meeting individual goals and providing support across a range of services, whilst reviewing and monitoring progress.

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| **Key Position Accountabilities** |

1. Utilise recovery and trauma informed principles to assist consumers to achieve individual goals and outcomes including but not limited to independent living skills, community participation, personal choice and decision making whilst building upon on strengths, increasing resilience and improving physical and mental health and wellbeing.
2. Prepare and maintain appropriate records of information and a range of administrative tasks regarding client support, as required by St Barts and within the specified timeframes
3. Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends
4. Conduct group facilitation as required.
5. Work across all St Bart’s program areas as required, including ODOC shifts.
6. Deliver high quality service, which supports the rights, and interests of all consumers and meets relevant standards and legislation.
7. To actively engage in achievement of organisational service outcomes including KPI’s, Quality Assurance Accreditation and Continuous Improvement Plans.
8. 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;
9. Adequate Immunisation in line with specific position requirements pre-employment and inclusive of ongoing immunisation as determined by St Barts
10. Understand and comply with the *Code of Conduct* of St Barts and adhere to all policies and procedures relevant to this position;
11. As directed complete all necessary OneVault requirements within set timeframes
12. Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function
13. Other duties and accountabilities as directed by the Service Manager, Integrated Services Manager, and/or the General Manager Services.

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| **Key Performance Indicators (KPI’s)** |

1. Number of contacts with consumers.
2. Percentage of consumer goals that are fully achieved.

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| **St Barts Values** |

St Bart's aims to foster a culture that embraces our values and which reflect 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 accountabilities of this position.

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| **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 |

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| **Workplace Behaviours** |

St Bart's is committed to ensuring that all employees contribute towards a positive workplace environment. As defined in the Code of Conduct, it is the expectation of St Barts, that all employees demonstrate the conduct as defined in the acceptable behaviours below, when carrying out the accountabilities of the position.

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| **Respectful** | Using respectful, supportive and encouraging language in all interactions, no matter the subject of the conversation |
| **Politeness** | Questioning a peer’s position on an issue politely rather than asserting your position is the right one; listening to your peer’s position with an open mind |
| **Constructive Feedback** | Giving peers direct, non-personal and constructive feedback as opposed to criticism |
| **Express Appreciation** | Expressing appreciation when a peer does something correctly and in a timely manner |
| **Decision Making** | Respecting each other as adults and trusting other Staff member’s decision making abilities |
| **Conflict** | Approaching conflict with maturity and true desire for resolution, rather than as a fight or opportunity to belittle a co-worker |
| **Positive attitude** | Maintaining a positive attitude, even when you are having a bad day. |

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| **Position Key Selection Criteria** |

**Qualifications, Licences & Legislative Compliance**

1. Tertiary qualification or minimum Certificate III in Community Services or Mental Health or related discipline, or working towards a degree in related field with experience in the field (formal documentation proving satisfactory unit of study completion will be required);
2. Current satisfactory *National Police Clearance* obtained within the last three (3) months;
3. Current *Australian Passport* or current valid *Working Visa* permitting all necessary requirements to legally work in Australia;
4. Current valid *First Aid Certificate*;
5. Current *WA “C” Class Drivers Licence* (for photo identification purposes and/or if required for position duty purposes);
6. Current Working with Children’s Check (Bart’s Plus and casual positions only);
7. Successful application and maintenance of LARU Approved Supervisor status (Mental Health Support Services and casual positions ONLY)

**Knowledge, Skills & Experience**

1. Ability to demonstrate satisfactory work experience relevant to the position;
2. Lived experience or an understanding of mental health recovery, homelessness or other personal/social challenges or as family member/carer of people with a lived experience
3. Highly developed communication and interpersonal skills strongly focused on creating rapport with consumers and their carers/ families and effective networks
4. Understanding of Wellness, Recovery and Trauma Informed Principles
5. Ability to demonstrate genuineness, empathy, trustworthiness and flexibility
6. An engaging and positive personality with a friendly and approachable manner
7. Ability to establish relationships and maintain appropriate boundaries with consumers
8. Demonstrated ability to work in a team environment, skills to work cooperatively with other staff as well as working independently
9. Ability to take initiative, problem solve and work autonomously when required
10. Experience of working in residential setting (Desirable)
11. Ability to maintain confidential information at all times
12. Working knowledge of IT systems and MS Office.
13. Group facilitation skills (desirable).
14. Ability to understand conflict and challenging behaviour
15. Able to work under pressure
16. Ability to adapt to change and support others during these times
17. Ability to be self-reflective and responsive

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| **POSITION DESCRIPTION ACKNOWLEDGEMENT & AGREEMENT** |

By signing this documents, I acknowledge that:

I have read and understood the conduct, accountabilities and key performance indicators described in this position description and agree to carry out the duties and accountabilities as required;

I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this document.

I acknowledge, that St Bart’s as my employer has the right to alter this position description from time to time in accordance with operational and organisational requirements.

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| **Employee Name** *(print full name):* |  | **Signature:** |  | **Date:** |  |

