

## POSITION DESCRIPTION

|                       |                                 |                        |                         |
|-----------------------|---------------------------------|------------------------|-------------------------|
| <b>Position Title</b> | Recovery Support Worker         | <b>Position Number</b> | 174                     |
| <b>Service Area</b>   | Future Homes                    |                        |                         |
| <b>Remuneration</b>   | Level 2                         | <b>Position FTE</b>    | 1.0 (38 hours per week) |
| <b>Reporting to</b>   | Service Manager – Future Homes  |                        |                         |
| <b>Supervision of</b> | No supervisory responsibilities |                        |                         |
|                       |                                 |                        | Updated August 2023     |

### 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 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.

**We're by  
your side.**



# St Bart's

## Key Responsibilities

- 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.
- Prepare and maintain appropriate records of information and a range of administrative tasks regarding client support, as required by St Bart's and within the specified timeframes.
- Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends.
- Conduct group facilitation as required.
- Work across all St Bart's program areas including Sleepover shifts where required.
- Deliver high quality service, which supports the rights, and interests of all consumers and meets relevant standards and legislation.

## 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 Bart's.
- Participate in the St Bart's Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Bart's.
- Understand, comply with, and adhere to the St Bart's 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 Bart's 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.

# St Bart's

| Selection Criteria  |           |
|---|-----------|
| <b>Education</b>  |           |
| Tertiary qualification in Community Services, Mental Health or related discipline (minimum Cert III), or working towards a degree in a related field with experience.   | Essential |
| <b>Experience</b>   |           |
| Work experience relevant to the position.   | Essential |
| 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.                                       | Desirable |
| <b>Knowledge, Skills and Abilities</b>  |           |
| Well-developed communication and interpersonal skills, with the ability to create rapport and build relationships with consumers, their carers, family and other networks while maintaining appropriate boundaries. | Essential |
| Knowledge and understanding of Wellness, Recovery and Trauma Informed Principles.   | Essential |
| Ability to take initiative, problem solve and work autonomously.  | Essential |
| Ability to work well under pressure.  | Essential |
| <b>Other</b>  |           |
| Current satisfactory National Police Clearance obtained within the last three months  | Essential |
| Successful application and maintenance of LARU Approved Supervisor status   | Essential |
| Current First Aid Certificate   | Essential |
| Current WA "C" Class Driver's 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.

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_