

POSITION DESCRIPTION

Position Title	Senior Recovery Worker	Position Number	98
Service Area	Mental Health Services		
Remuneration	Level 4	Position FTE	1.0 38 hours per week
Reporting to	Regional Manager – Mental Health		
Supervision of	Recovery Support Workers, Casual employees, volunteers, and work experience placements		
			Updated October 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 Senior Recovery Worker performs a dual function within the Accommodation Unit. This includes providing oversight of day-to-day operations including supervision of staff, case management while also providing direct support to the residents living at the accommodation.

**We're by
your side.**



St Bart's

Key Responsibilities

- Assessing the eligibility and suitability of referrals, coordinating new admissions in consultation with the Regional Manager
- Ensure the collaborative development of Recovery Plans which are strengths based, focus on development of independent living skills, which include the search for and transition to longer term accommodation within a 12-month period
- Conduct risk assessments and management in consultation with the Regional Manager
- Manage incidents and complaints, including the issue of warning and eviction notices in consultation with the Regional Manager
- Contribute to the preparation and submission of reports as required
- Prepare and maintain appropriate records of information and a range of administrative tasks regarding consumer support, as required by St Bart's and within the specified timeframes
- To actively engage in achievement of organisational service outcomes including Key Performance Indicators, Evaluation, Quality Assurance Accreditation and Continuous Improvement Plan
- Participate in the on-call roster if required to provide out of hours support.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Work 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 (on-line training) 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.

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Selection Criteria	
Education	
Tertiary qualification, minimum Certificate IV, in Mental Health, Social Science, Community Services, or a similar discipline	Essential
Experience	
Demonstrated experience relevant to the position working with individuals experiencing homelessness, mental health, AOD and/or other personal or social challenges	Essential
Experience working within a supported accommodation setting	Desirable
Knowledge, Skills and Abilities	
Applied knowledge of recovery principles and trauma informed practice	Essential
Demonstrated ability in assessment, planning and case management including risk identification and mitigation	Essential
Excellent interpersonal skills with the ability to communicate, resolve conflicts and maintain collaborative inter-agency relationships	Essential
Demonstrated front line management skills with the ability to provide effective supervision to employees and other staff	Essential
Strong administrative and computing skills	Essential
Other	
Current satisfactory National Police Clearance obtained within the last three months	Essential
Current First Aid Certificate	Essential
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
