

## POSITION DESCRIPTION

|                       |  |                        |                        |
|-----------------------|--|------------------------|------------------------|
| <b>Position Title</b> | Recovery Facilitator                   | <b>Position Number</b> |                        |
| <b>Service Area</b>   | Bentley Community Recovery Village     |                        |                        |
| <b>Remuneration</b>   | Level 4                                | <b>Position FTE</b>    | 1.0                    |
| <b>Reporting to</b>   | Regional Manager Mental Health - South |                        |                        |
| <b>Supervision of</b> | Recovery Support Workers               |                        |                        |
|                       |  |                        | Updated 18 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 Recovery Facilitator is responsible for ensuring the effective day-to-day running of the service, including, the supervision of the Recovery Support Workers and providing direct support and case management to consumers, engaging them in the development of recovery plans to achieve their goals.

**We're by  
your side.**



## Key Responsibilities

- Provide day-to-day supervision of the service, and activities of the team.
- Supervise, support, and monitor the Recovery Support Workers in the provision of support.
- Ensure the collaborative development of Recovery Plans which are person-centred, strengths based, focussed on development of well-being and independent living skills which include the transition out of service.
- Prepare and maintain appropriate records of information and a range of administrative tasks regarding consumer support within the specified timeframes.
- Participate in the preparation and submission of reports as requested by the Regional Manager.
- Ensure incidents and feedback are managed in line with policies and procedures, consulting with the Regional Manager in relation to more complex incidents and feedback.
- Oversee risk assessments and management in consultation with the Regional Manager.
- Contribute to the achievement of established goals and objectives with a continuous improvement focus.
- Support the Regional Manager in coordinating new admissions to service.
- Coordinating stakeholder engagement health services, non-government organisations (NGO's) and community groups.

## 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 learning management system) 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.

## Selection Criteria

# St Bart's

| <b>Education</b>   |           |
|--|-----------|
| Relevant degree in Community Services (or similar)   | Desirable |
| Certificate IV, in Mental Health, Social Science, Community Services, or a similar discipline  | Essential |
| <b>Experience</b>  |           |
| Demonstrated experience relevant to the position working with individuals experiencing mental health, alcohol and other drugs and/or other personal or social challenges | Essential |
| Experience working within a supported accommodation setting  | Desirable |
| <b>Knowledge, Skills and Abilities</b>   |           |
| 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 |
| <b>Other</b>   |           |
| 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**

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**Signature**

\_\_\_\_\_

**Date**

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