

POSITION DESCRIPTION

Position Title	Recovery Support Worker	Position Number	Various
Service Area	Women's Services		
Remuneration	Level 2	Position FTE	1.0 (38 hours per week)
Reporting to	Service Manager – Women's Service		
Supervision of	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 Recovery Support Worker provides support to consumers who have experienced or are experiencing homelessness, rough sleeping and other associated health, personal and social challenges to start or build on their recovery journey and assist them to access supports to search for longer term accommodation.

**We're by
your side.**



St Bart's

Key Responsibilities

- Work across both accommodation services for women based on the Brown Street and Kensington Street sites.
- Provide emotional and practical support including targeted key work to assist move on from either accommodation service.
- 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 collaboratively with the team to complete required tasks relating to day-to-day service operations.
- Work across all St Bart's program areas as required, including being part of the sleepover roster.
- 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 Workplace 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 Barts.
- 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 (online training 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.

St Bart's

- 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	
Education	
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
Experience	
Work experience relevant to the position in the Community Services field	Essential
Sound understanding of mental health recovery, homelessness or other personal/social challenges	Essential
Experience in a residential setting	Desirable
Knowledge, Skills and Abilities	
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 and practices	Essential
Ability to take initiative, problem solve and work autonomously when required	Essential
Ability to work well under pressure	Essential
Computer literacy, and ability to use MS Office Suite	Essential
Other	
A current satisfactory National Police Clearance obtained within the last three months	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.

Name _____ **Signature** _____ **Date** _____