

POSITION DESCRIPTION

Position Title	Recovery Support Worker	Position Number	SBH-55
Service Area	Women's Service		
Remuneration	Level 2	Position FTE	0.8FTE (30.4 hours per week)
Reporting to	Service Manager – Women's and Family		
Supervision of	No direct supervisor responsibilities		
			Updated January 2022

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.**



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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 Barts 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, supporting a 24/7 service delivery model by working shifts on a fixed 24/7 roster (Inc. public holidays) and working a minimum of one Off Duty On Call (ODOC) shift per week.
- 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 Barts.
- Participate in the St Barts 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 Barts 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 Barts 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 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	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
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	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

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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** _____