

JOB DESCRIPTION FORM

TC SUPPORT WORKER

Position Title:	TC Support Worker		
Service Location:	Cyrenian House Therapeutic Community		
Program: (If applicable)	Clinical Coordinator	Hours:	TBA
Reporting to:	TC Manager	Award Classification:	Level 3 Cyrenian House EBA
Our Vision	Healthy, inclusive and harm-free communities		
Our Mission	An organisation that provides the highest quality services to make a positive and meaningful difference in the lives of people affected by alcohol and other drugs.		
Our Values	Empowerment, Diversity, Compassion, Integrity and Hope		
Cyrenian House values the uniqueness of individuals who may vary in many different ways, including race, ethnicity, culture, social class, gender, age, religious belief, sexual identity, mental and physical ability. <b style="color: red;">We celebrate and promote this diversity as a strength of our organisation.			
This position:			
The role of a Support Worker is to provide support and guidance to residents by maintaining a presence within the community, attending to immediate concerns as appropriate or directing issues to the clinical team for further consideration.			
Duties and Responsibilities:			
General:			
<ul style="list-style-type: none"> • Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House. • Participate as a valued team member promoting and contributing to a supportive team environment. • Provide support to and share expertise with other staff, students and volunteers. • Participate in staff meetings, supervision, training and team planning workshops. • Contribute to the development, implementation and evaluation of the service model. • Contribute to Cyrenian House continuous quality improvement processes. • Work in accordance with Cyrenian House Code of Conduct. • Be responsible for personal health and safety in the workplace and for complying with all Cyrenian House occupational safety and health policies and procedures, promoting and maintaining a safe and secure environment. • Contribute to and promote the implementation of the Standards on Culturally Secure Practice. • Other duties as required. 			

Group Work, Education and Training:

- Work collaboratively with the TC manager, coordinator and other workers.
- Maintain close liaison with the clinical team so that information regarding community issues is shared with the relevant team members.
- Actively contribute to staff meetings and training sessions as directed.
- Participate with peers in facilitated group support/supervision and debriefing sessions as appropriate.

Representation and Engagement:

- Be a positive role model within the TC.
- Maintain a visible and supportive presence in the TC during working hours including but not limited to afternoon, evening, or weekend hours.
- Set and maintain clear boundaries, in line with the Cyrenian House values and philosophy that is 'community as method'.
- Work in accordance with Cyrenian House policies and procedures and the program guidelines at all times.
- Maintain a clear understanding of all aspects of safety relating to their position including emergency evacuation and first aid procedures.
- Facilitate regular urine procedure and processes in accordance with the service policy and procedures.
- Be available at required times to provide residents with their medications and observe the self-medication procedure, recording information as required.
- Support with TC residents with household tasks as required.

Administration and Reporting:

- Maintain written records for handover and consumer records of resident issues/events/incidents informing oncoming workers of current issues within the TC.
- Undertake other administrative and office management tasks as required.
- Ensure familiarity with handover material at the start of each shift.
- Be available for supervision at pre-negotiated times with Line Manager.

Selection Criteria:

Essential competencies and experience:

- Understanding of alcohol and other drug use issues.
- Experience in working with consumers experiencing alcohol and other drug use issues.
- Demonstrated effective written, verbal, and interpersonal skills.
- Knowledge of services and community resources relevant to the AOD sector.
- Experience in women's issues
- Well-developed time and self-management skills; ability to work with limited supervision.
- Sound computer skills.
- Ability to build and maintain effective working relationships and act with diplomacy and discretion when dealing with sensitive and confidential issues.
- If you are a person with a lived experience of addiction, we require at least 18 months abstinence from AOD use at the time of application and a commitment to remain abstinent.

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF – Support Worker TC	V3	HR	27.05.2022	27.05.2023	Page 2 of 3

Desirable competencies and experience:

- Experience in parenting and family issues

Required Clearances:

- Full work rights.
- Current National Police Clearance.
- Current First Aid Certificate
- Current Driver's License and reliable vehicle
- Full COVID Vaccination

Please sign below to confirm you understand of the requirements of your role and return a signed copy to the Human Resource Department:

Name: _____

Signature: _____