

JOB DESCRIPTION FORM

Position Title:	Night / Weekend Supervisor		
Service Location:	Serenity Lodge, Rick Hammersley, Nannup, and Munda Mia		
Program: (If applicable)	TBA	Hours:	TBA
Reporting to:	Clinical Coordinator	Award Classification:	Level 2 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. We celebrate and promote this diversity as a strength of our organisation.			
This position:			
<p>The Night / Weekend Supervisor works with the residential team to provide a safe environment for all therapeutic community (TC) residents. They maintain a presence within the TC community and are available to attend to any immediate concerns, where appropriate.</p> <p>The Night / Weekend Supervisor promotes culturally secure practices and exercise initiative and judgment where practice and direction are not clearly defined in accordance with service policies and procedures.</p>			
Duties and Responsibilities:			
<p>General:</p> <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:

- Facilitate TC groups as directed by the Senior TC Worker and/or the Clinical Coordinator.
- Provide a safe and supportive group environment for residents to express and respond to their emotions and gain understanding of issues relating to their drug use.
- Encourage therapeutic interactions between resident members, supporting positive change and personal development.
- Actively contribute to ongoing professional development.

Representation and Stakeholder Engagement:

- Develop and maintain a working knowledge of alcohol and other drug (AOD) issues and other relevant agencies/services.
- Actively liaise with relevant agencies and other service providers as required.
- Attend interagency networking groups as directed
- Develop effective relationships with other Cyrenian House services as appropriate.

Program and Community

- Actively participate in the community, maintaining a visible presence during working hours including but not limited to afternoon, evening or weekend hours.
- Set and maintain clear boundaries, in line with the Cyrenian House TC values and philosophy defined as 'community as the method', the use of the peer community as a context to facilitate developmental, social, and psychological change in individuals.
- Participate as part of the community in activities such as recreation, meal preparation, dining and chores providing positive role modelling to residents.
- Respond appropriately to residents in crisis' situations both within the service and via the telephone in conjunction with the "On – call" manager or clinical coordinator.
- Facilitate the after-hours referral process of residents to suitable programs/services where necessary.
- Supervise resident's outings as directed.
- Supervise regular urine samples of same sex residents, maintain records as required.
- Supervise residents with their medications and observe their self-medication. Record details as required.
- Other duties as required.

Administration and Reporting:

- Perform administrative and office management procedures as required.
- Update SIMS documentation and/or other related duties as required.
- Prepare brief and concise resident notes as required.
- Update client lists and other appropriate databases.
- Maintain written records of community and resident issues/events/incidents, providing this information at handover to oncoming staff.

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Selection Criteria:

Essential competencies and experience:

- Demonstrated capacity to work responsibly and at times independently in accordance with Cyrenian House policy and procedures.
- Two year minimum sobriety/clean time
- An experiential knowledge of drug and alcohol addiction.
- A working understanding of the 12 step philosophy.
- Demonstrated capacity to maintain a secure environment.
- Good organisational and time management skills.
- Ability to assert oneself effectively and maintain clear, personal boundaries.
- Ability to communicate effectively with a range of people from diverse backgrounds
- Current National Police Certificate.
- Current First Aid Certificate or willingness to obtain.
- Current "C" class driver's license and a reliable vehicle

Desirable competencies and experience:

- Experience working for a health or community services organisation and/or equivalent experience.

Required Clearances:

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

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: _____

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