

## JOB DESCRIPTION FORM

<b>Position Title:</b>	Residential Supervisor		
<b>Service Location:</b>	Serenity Lodge, Rick Hammersley, Nannup, and Munda Mia		
<b>Program: (If applicable)</b>	TBA	<b>Hours:</b>	TBA
<b>Reporting to:</b>	Clinical Coordinator	<b>Award Classification:</b>	Level 2 Cyrenian House EBA
<b>Our Vision</b>	Healthy, inclusive and harm-free communities		
<b>Our Mission</b>	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.		
<b>Our Values</b>	<b>Empowerment, Diversity, Compassion, Integrity and Hope</b>		
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>We celebrate and promote this diversity as a strength of our organisation.</b>			
<b>This position:</b>			
<p>The Residential 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 Resident Supervisor works within the culturally secure guidelines and adheres to the policies and procedures and is supported by the on-call team after hours.</p>			
<b>Duties and Responsibilities:</b>			
<p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Support, promote and work in accordance with the Vision, Mission and Values of Cyrenian House.</li> <li>• Participate as a valued team member promoting and contributing to a supportive team environment.</li> <li>• Provide support to and share expertise with other staff, students and volunteers.</li> <li>• Participate in staff meetings, supervision, training and team planning workshops as directed by the Manager/Coordinator.</li> <li>• Contribute to the development, implementation and evaluation of the service model, as directed by the Manager/Coordinator.</li> <li>• Contribute to Cyrenian House continuous quality improvement processes.</li> <li>• Work in accordance with Cyrenian House Code of Conduct.</li> <li>• 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.</li> <li>• Contribute to and promote the implementation of the Standards on Culturally Secure</li> </ul>			

#### **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 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 Pharos 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.

## 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
- Current Working With Children Check.

### 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.
- Current Working with Children's Check.

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: \_\_\_\_\_