

JOB DESCRIPTION FORM – RESIDENTIAL SUPERVISOR

Position Title:	Residential Supervisor		
Service Location:	Midland Withdrawal and Intervention Centre		
Program: (If applicable)		Hours:	TBA
Reporting to:	Manager MIC	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		
<p>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.</p>			
This position:			
<p>The Residential Supervisor will work with the MWIC team to provide a safe environment for all MIC Residents. They will maintain a supportive presence within the unit and be available to respond appropriately to immediate concerns.</p> <p>The Supervisor will promote culturally secure practices and they may be required to exercise initiative and judgment where practice and direction are not clearly defined in accordance with management objectives.</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. 			

Program and Unit:

- Actively participate in the Midland Withdrawal and Intervention Centre, 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 Cyrenian House values and rules and guidelines of the unit.
- Participate in the program of the unit providing positive role modelling and support to residents.
- Respond appropriately to residents in crisis' situations both within the agency and via the telephone.
- Facilitate the after-hours referral process of residents to suitable programs/agencies where necessary.
- Supervise resident's outings as directed.
- Supervise urine samples of same sex residents and maintain records as required.
- Supervise residents with their medications and observe their self-medication. Record details as required.
- Ensure the unit remains clean and tidy and contribute as necessary to preparing the Unit for Admissions.
- Assist with food preparation as necessary.
- Provide accurate and thorough handover to other staff members utilizing established handover notes and processes.

Group Work, Education and Training:

- Facilitate groups as directed by the Manager.
- 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 residents, supporting positive change and personal development.
- Actively contribute to ongoing professional development.

Representation and Stakeholder Engagement:

- Develop and maintain a working knowledge of AOD 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.

Administration and Reporting:

- Perform administrative and office management procedures as required.
- Update database 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.
- Good people skills.
- Two-year minimum sobriety/clean time (if having lived experience of addiction)
- 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 First Aid Certificate.

Desirable competencies and experience:

- Experience working for a health or community services organisation and/or equivalent experience.
- An experiential knowledge of drug and alcohol addiction.

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: _____

Date: _____

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