

JOB DESCRIPTION FORM

Position Title	Senior Support Worker (THASP)		
Service Location	Cyrenian Central		
Program (if applicable)	THASP	Hours	Full-time 76 hours per fortnight
Reporting to	Cyrenian Central Coordinator	Award Classification	Level 3-4 Cyrenian House EA
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			
To provide assessment, case management and support for Cyrenian House Therapeutic Communities' (TCs') residents who are considering engaging in, or who are already engaged in the THASP, and to ensure that the operation of the THASP is in accordance with THASP and organisational policies and procedures.			
Duties & Responsibilities			
General: • 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. THASP Information, Assessment & Case Management: • Disseminate information and promote THASP internally and to other stakeholders as appropriate. • Work collaboratively with TC staff to assess resident suitability for THASP, progress referrals, develop strategies to address areas of concern and develop entry plans to ensure readiness to engage in THASP.			

- Provide assessment, treatment, transitional and exit planning with residents throughout their engagement with THASP.
- Complete admissions with new residents, ensuring understanding of participation requirements.
- Provide case management and support to THASP residents related to their identified treatment plan goals, including supporting with relevant referrals.
- Facilitate weekly house meetings to support effective communication between THASP residents.
- Complete drug and alcohol testing for all THASP residents.
- Record all relevant case notes including updating resident's engagement in the program
- Encourage and support THASP residents to engage in local community programs and activities that widen their social support networks.
- Promote relapse prevention strategies and ongoing engagement in peer-based recovery focussed activities, e.g. AA, NA.
- Support and assist THASP residents to secure appropriate longer-term accommodation.
- Supporting the development of independent living skills such as property maintenance, routine and cleaning schedules, budget planning etc.
- Facilitate groups at Cyrenian Central as required.

Property Management:

- Ensure THASP residents abide by the terms of their tenancy and licence to occupy agreements.
- Monitor the condition of the property and co-ordinate or facilitate repairs as necessary.
- Provide reports to Cyrenian House corporate services as requested.
- Ensure property is maintained to a high standard, supporting residents to take an active role in maintaining the property to a high standard, including completing regular deep cleans of the property

Administration and Reporting:

- Participate in regular supervision sessions and performance reviews with your line manager.
- Undertake other administrative and office management tasks as required.
- Plan and manage own workload to ensure the achievement of project objectives are met on time and within budget

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.

Selection Criteria

Essential competencies and experience:

- Understanding of alcohol and other drug use issues.
- Experience in working with consumers with alcohol and other drug use issues.
- Demonstrated effective written, verbal and interpersonal skills, including report writing.
- Knowledge of services and community resources relevant to the needs of the consumer group.
- Well-developed time and self-management skills; ability to work with limited supervision.
- Current First Aid certificate.
- Sound computer skills.
- Minimum of at least two years abstinence from AOD use.

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 the requirements of your role and return a signed copy to the Human Resource Department.

Full Name		Date	
Signature			