

JOB DESCRIPTION FORM

RESIDENTIAL SUPERVISOR

Position Title	Residential Supervisor					
Service Location	<ul style="list-style-type: none"> • Serenity Lodge Therapeutic Community & Withdrawal Unit • Rick Hammersley Centre Therapeutic Community • Nannup Therapeutic Community & Withdrawal Unit • Midland Withdrawal Intervention Centre • Munda Mia Therapeutic Community 					
Program (if applicable)	TBA	Hours	TBA			
Reporting to	Clinical Coordinator	Award Classification	Level 2 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, Respect, Integrity, Resilience & 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.</p> <p>We celebrate and promote this diversity as a strength of our organisation.</p>						
This Position						
<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>						
Duties & 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 as directed by the Manager/Coordinator. • Contribute to the development, implementation and evaluation of the service model, as directed by the Manager/Coordinator. • 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 Alcohol and Other Drug and Human Services Standard (AODHSS). 						
<p>Group Work, Education and Training:</p> <ul style="list-style-type: none"> • 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

Desirable competencies and experience:

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

Required Clearances:

- Full work rights.

DOC NAME	VERSION	PREPARED BY	DATE OF REVIEW	NEXT REVIEW DUE	PAGE
JDF – Residential Supervisor	V2	P&C	April 2025	As required	Page 2 of 3

- 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 the requirements of your role and return a signed copy to the People & Culture Department.

Full Name		Date	
Signature			