



JOB DESCRIPTION

Key Position Information			Date Reviewed: November 2016
Title	Recovery Support Worker	Department - Location	Operations - Residential
Reports to	Program Manager/ Site Coordinator/ Snr Recovery Worker	Award	The Richmond Wellbeing Inc Enterprise Agreement 2016 (or as updated)
Level / Salary	Level 3.1 Super 9.5%	Basis of Employment	Full-time, Part-time or Casual

Role Purpose

Recovery Support Workers provide practical and emotional support and assistance to people on their 'personal recovery' journey. Recovery Support Workers work as a part of a team to create a person centred recovery environment. To enable people to embark on a journey toward building or rebuilding the life they desire.

The duties may vary in line with operational requirements.

Richmond Wellbeing Vision, Purpose and Values

Our Vision: A world where people are supported to recover, live well and to have a meaningful and contributing life.

Our Purpose: We listen, respond and work holistically alongside people to support mental health recovery.

Hope	Relationship	Integrity	Innovation
We believe that people can and do recover from mental distress.	We work in a person-centred way, in partnerships, and are mindful to promote positive relationships between individuals, families, support networks, services, businesses and the community.	We work with kindness, respect, honesty, reliability and professionalism.	We always look for opportunities to innovate in order to lead the way in supporting mental health recovery.

Statement of Diversity

The staff at RW are committed to creating a safe and comfortable environment for all staff and consumers. To view our diversity statement in full please visit the Richmond Wellbeing intranet.

<https://richmondwellbeing.sharepoint.com/Shared%20Documents/RW%20Diversity%20Statement%20for%20Board.pdf#search=statement%20of%20diversity>

Key Result Area	Key Accountabilities and Responsibilities	Key Performance Indicators
Richmond Wellbeing Values	<ul style="list-style-type: none"> Acts consistently in accordance with the RW Values and Key Principles – challenges practices inconsistent with these values and uses values as a basis for managing relationships and decision making Actively engage in self-reflection and develop own practice 	<ul style="list-style-type: none"> Reflect RW values in daily interactions and within scope of role. Demonstrate this in supervision and Critical reflection groups.

People Accessing our Services	<ul style="list-style-type: none"> • Recovery plans are supported, implemented and kept alive. • People are supported to reflect on and work through emotions to enable emotional wellbeing • Adopt a holistic approach which includes physical health and wellbeing • Support people to navigate mental distress • Family members, carers and people of significance to the person as identified are included as directed by the individual • All critical incidents are addressed according to RW’s policies and procedures. 	<ul style="list-style-type: none"> • Consumers are supported and plans are implemented as required. • Consumer progress is documented according to RW policy. • RSW is assisting consumers in correct manner as required. • Family members, carers and significant others are kept informed and included in the consumer’s care. Information is only provided with the consent of the consumer.
Recovery Plan Support	<ul style="list-style-type: none"> • Work within a person centered, framework towards self-determination, choice and recovery • Develop a rapport with each service user • Support Service users to develop life skills 	<ul style="list-style-type: none"> • Respond to and communicate with Line Manager or Key Worker in a professional manner that ensures the best outcomes for consumers and the organisation. • Positive relationships are developed and maintained.
Service Operations	<ul style="list-style-type: none"> • All documentation is completed in required timeframes • Actively participate in required internal meetings, supervision sessions and training • As part of a team contribute to the development of policies and procedures, best practice and quality improvement • Maintenance of RW facilities and property in line with LARU and MHA 	<ul style="list-style-type: none"> • Documentation is maintained as per RW’s policies and procedures, and is accurate, legible and concise. • Contribute in a timely and conscientious manner to organisational processes that enhance the quality of services provided to consumers. • Facilities and property are maintained.
Employee Contribution	<ul style="list-style-type: none"> • Positive and constructive work environment is promoted where employees are valued • Employees adhere to the RW Code of Conduct and Ethics and Policy and Procedures • Attends Core Training and maintains all compliance requirements relevant to their role and employment with RW • To carry out other duties which may be required, requested or directed and which are within the person’s capability and training to perform 	<ul style="list-style-type: none"> • Show respect and helpfulness in all interactions • Read, understand and seek clarification of Policy and procedure documents. • Enrol in and complete required Core Training within required time frame. • Duties are completed to expected standard as outlined by manager.
Occupational Safety and Health	<ul style="list-style-type: none"> • Promote a safe and healthy working environment that complies with OSH requirements • Take a shared responsibility to ensure the safety and well-being on self and others • Utilise all protective equipment provided and as instructed 	<ul style="list-style-type: none"> • A “Safe work” culture operates within Richmond Wellbeing • Documentation is maintained as per the Policies and Procedures and

	<ul style="list-style-type: none"> • Work in a safe manner while exercising due care and caution 	is accurate, legible and concise.
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Employee Requirements	
Skills	<ul style="list-style-type: none"> • Effective communication skills including: <ul style="list-style-type: none"> ○ The ability to communicate clearly, professionally and respectfully with consumers, families, colleagues, other agency personnel and external stakeholders; ○ The ability to communicate ones feelings and needs ○ Developed written skills. • Demonstrated computer skills, with experience in Microsoft Office applications • Demonstrated ability to plan, organise and manage daily tasks. • A range of skills which enables recovery
Knowledge and Qualifications	<ul style="list-style-type: none"> • An understanding of contemporary mental health frameworks related to personal recovery. • Relevant Certificate IV TAFE (equivalent or higher) qualification in a human services related field or demonstrated experience. • Current national police clearance, First Aid and current Driver's License <u>DESIRABLE</u> • Awareness of relevant Government Departments and community based agencies that may support recovery. • Knowledge of appropriate legislation and standards for example LARU, MH Act
Attitude	<ul style="list-style-type: none"> • Positive attitude towards people experiencing mental distress. • The ability to live RW values in all workplace tasks and interactions. • Pro-active individual who is enthusiastic and committed to upholding RW values and principles
Experience	<ul style="list-style-type: none"> • Previous work in a relevant human service related field. • Ability to work with individuals who experience mental distress. <u>DESIRABLE</u> • Previous work in a residential setting with people who are experiencing mental distress. • Demonstrated experience in working as part of a team. • Lived experience of mental health recovery or as family members of people with a lived experience of recovery