



## JOB DESCRIPTION

Key Position Information			Date Reviewed: 22 September 2016
<b>Title</b>	Senior Recovery Worker	<b>Department - Location</b>	Bassendean NDIS
<b>Reports to</b>	NDIS Manager	<b>Award</b>	Richmond Wellbeing Enterprise Agreement 2016
<b>Level / Salary</b>	Level 6 Super 9.5%	<b>Basis of Employment</b>	Part Time / Full-time
Role Purpose			
<p>The Senior Recovery Worker will assist the individual, to develop &amp; implement their individualised recovery plan, to assist and support the individual on their recovery journey and to support the individual to reconnect with their community.</p> <p>The duties may vary in line with operational and business requirements.</p>			

Richmond Wellbeing Vision, Purpose and Values			
<p>Our Vision: A world where people are supported to recover, live well and to have a meaningful and contributing life.</p> <p>Our Purpose: We listen, respond and work holistically alongside people to support mental health recovery.</p>			
<b>Hope</b>	<b>Relationship</b>	<b>Integrity</b>	<b>Innovation</b>
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			
<p>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.</p> <p><a href="https://richmondwellbeing.sharepoint.com/Shared%20Documents/RW%20Diversity%20Statement%20for%20Board.pdf#search=statement%20of%20diversity">https://richmondwellbeing.sharepoint.com/Shared%20Documents/RW%20Diversity%20Statement%20for%20Board.pdf#search=statement%20of%20diversity</a></p>			

Key Result Area	Key Accountabilities and Responsibilities	Key Performance Indicators
Richmond Wellbeing Values	<ul style="list-style-type: none"> <li>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</li> <li>Actively engage in self-reflection and develop own practice</li> </ul>	<ul style="list-style-type: none"> <li>Reflect RW values in daily interactions and within scope of role.</li> <li>Demonstrate this in supervision and Critical reflection groups.</li> </ul>
People Accessing Our Services	<ul style="list-style-type: none"> <li>Develop and maintain a respectful, positive and empowering relationship with the consumer through</li> </ul>	<ul style="list-style-type: none"> <li>Senior Recovery Worker works with</li> </ul>

	<p>basic person-centred counseling that appreciates the person's strengths and capabilities.</p> <ul style="list-style-type: none"> <li>• Support consumers to develop an understanding of their distress and personal recovery in the context of their lived experience.</li> <li>• Develop, facilitate and regularly review person-centred recovery plans, tools and measures.</li> <li>• Provide flexible and tailored support to effectively implement the recovery plan.</li> <li>• Refer consumers to recovery enabling services and community resources as indicated.</li> <li>• Establish and maintain respectful, collaborative and flexible but professional relationships.</li> <li>• Involve family members, carers and other relevant stakeholders in recovery planning implementation.</li> <li>• Respond to clinical incidents in accordance with the organisation's policies &amp; procedures</li> </ul>	<p>consumers as required.</p> <ul style="list-style-type: none"> <li>• Consumer progress, data and information is documented and audited according to RW policy.</li> <li>• Family members, carers and significant others, with the consent of the consumer, are kept informed of a consumer's progress.</li> <li>• Ensure that individual plans and outcomes are developed and reviewed regularly with each consumer</li> <li>• Services are provided to consumer as required within outcomes areas.</li> </ul>
Service Operations	<ul style="list-style-type: none"> <li>• Maintain own records and contribute to accurate documentation (e.g. administrative tasks)</li> <li>• Attend internal and interagency meetings as required.</li> <li>• Responsibly manage petty cash within budget parameters.</li> <li>• Contribute to the maintenance of organisational assets.</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation is maintained as per RW's policies and procedures, and is accurate, legible and concise.</li> <li>• Meetings are attended to and participated in.</li> <li>•</li> </ul>
Group Facilitation	<ul style="list-style-type: none"> <li>• Plan, facilitate and evaluate groups and workshops that promote recovery, peer support and wellbeing- for consumer and staff audiences</li> <li>• Contribute to development and maintenance of team complementary care networks and partnerships.</li> <li>• Contribute to program promotional events.</li> </ul>	<ul style="list-style-type: none"> <li>• Groups are maintained and delivered as required.</li> <li>• Assist with events and promotions as required.</li> </ul>
Employee Contribution	<ul style="list-style-type: none"> <li>• Positive and constructive work environment is promoted where employees are valued.</li> <li>• Employees adhere to the RW Code of Conduct and Ethics and Policy and Procedures</li> <li>• Attends Core Training and maintains all compliance requirements relevant to their role and employment with RW</li> <li>• To carry out other duties which may be required, requested or directed and which are within the person's capability and training to perform</li> </ul>	<ul style="list-style-type: none"> <li>• Show respect and helpfulness in all interactions</li> <li>• Read, understand and seek clarification of Policy and procedure documents.</li> <li>• Enrol in and complete required Core Training within required time frame.</li> <li>• Duties are completed to expected standard as outlined by manager.</li> </ul>
Occupational Safety and Health	<ul style="list-style-type: none"> <li>• Promote a safe and healthy working environment that complies with OSH requirements</li> <li>• Take a shared responsibility to ensure the safety and well-being on self and others</li> </ul>	<ul style="list-style-type: none"> <li>• A "Safe work" culture operates within Richmond Wellbeing</li> </ul>

	<ul style="list-style-type: none"> <li>• Utilise all protective equipment provided and as instructed</li> <li>• Work in a safe manner while exercising due care and caution</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation is maintained as per the Policies and Procedures and is accurate, legible and concise.</li> </ul>
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<b>Employee Requirements</b>	
Skills	<ul style="list-style-type: none"> <li>• Excellent written, verbal and interpersonal skills, including the ability to communicate clearly, concisely and respectfully with a community of stakeholders including mental health clinical and housing teams.</li> <li>• Strongly demonstrated ability to plan, organise and manage one's own workload and meet deadlines.</li> <li>• Demonstrated ability to work flexibly across autonomous and teamwork settings.</li> <li>• Demonstrated computer skills, with experience in MS Office applications</li> <li>• Demonstrated ability to maintain and enter data and write clear and concise notes in a timely manner.</li> </ul>
Knowledge and Qualifications	<ul style="list-style-type: none"> <li>• Have a clear understanding of recovery and hold a positive and contemporary attitude towards people experiencing mental distress.</li> <li>• Tertiary qualification in a relevant field (e.g. health, behavioural/social science, community services).</li> <li>• Current National Police Clearance, Senior First Aid Certificate and Current driver's license.</li> </ul>
Attitude	<ul style="list-style-type: none"> <li>• Positive attitude towards people experiencing mental distress.</li> <li>• The ability to live RW values in all workplace tasks and interactions.</li> <li>• Pro-active individual who is enthusiastic and committed to upholding RW values and principles</li> <li>• Energetic, flexible and able to think on your feet with competing deadlines</li> <li>• Strong understanding of collaborative practise and its positive impact on clients</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Demonstrated ways of working with individuals who experience mental distress to promote a high expectation of recovery and facilitate change.</li> <li>• Demonstrated experience with working clients and attending meetings with external stakeholders like clinical and or housing teams.</li> <li>• Previous work in a relevant human service field working with disadvantaged members of the community.</li> </ul> <p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> <li>• Lived experience of mental health recovery or as family members of people with a lived experience of recovery</li> <li>• Previous work with community members in an outreach setting (e.g. home visiting).</li> <li>• Previous counseling experience in an individual and/or group work setting.</li> </ul>