

POSITION DESCRIPTION

POSITION	Residential Care and Support Worker
Reports to	Alcohol and Other Drugs - Case Manager
Hub	Gongolgon (Orana)
Level	2
Pay Point	1 to 4
Date Revised	June 2022

The Position description is a broad description of the accountabilities, duties and conduct of an employee of Orana Haven Aboriginal Corporation. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisations.

Primary Purpose

The Residential Case Worker is responsible for ensuring the day to day operation of the facility meets admitted residents basic physical and emotional needs.

Orana Haven Aboriginal Corporation Values

Orana Haven provides holistic case management for Aboriginal people with drug and alcohol issues in rural and remote areas in Western NSW.

Responsibilities

You are required to perform the following duties:

- Oversee day to day operation of the facility and basic physical and emotional needs of residents (e.g. food, hygiene, safety, companionship)
- Ensure that all admissions are done to a high standard.
- Allocate room, bedding etc. to new residents entering the program.
- Check and ensure that residents keep a high standard of cleanliness in bedrooms.
- Manage resident's daily chores roster and ensure these are completed.
- Monitor and ensure that the Cultural Workshop be kept clean and tidy.
- Manage and monitor the resident's phone call system ensuring smooth operation of this.
- Monitor and encourage the residents to keep within the daily structure and rules of the program.
- Manage and monitor the visiting times ensuring that visitors keep within these guidelines.

- Continually doing rounds of the hostel, workshop etc. checking on resident behaviours and whereabouts.
- Supervising residents at various groups run on and off site.
- Contribute to the maintenance of a therapeutic culture by talking to residents, changing behaviours, getting involved in Culture; Kinship ties; generally being a positive influence.
- Contribute to ongoing assessments of admitted residents
- Provide transport for residents attending medical and other visits, as requested by Senior AOD staff.
- Ensure menus are observed and required ingredients are available
- Monitor and record any relevant resident movements/behaviours to facilitate cross-shift continuity
- Provide statistics including specific performance indicators
- Actively participate in team meetings, workshops, professional supervision and training as requested;
- Display a resident focused attitude by providing a, friendly, caring and welcoming approach to Residents.
- Contribute to the performance of Orana Haven Aboriginal Corporation, by adopting professional behaviours and being accountable for own decisions, actions and conduct that aligns with Orana Haven values and the code of conduct.
- Ensure a safe working environment by taking accountability for own actions and complying with all Orana Haven Aboriginal Corporation's WHS policies and procedures.
- Undertake any other duties, projects or tasks as directed by their Supervisor or other delegated person, which are within their skills, competence and training.
- Comply with the organisations policies and procedures (as varied from time to time) and undertake training and development

Essential Criteria

1. (VET) qualification (or above) in a relevant areas or relevant experience in (e.g) Aboriginal Health, Drug and Alcohol, Mental Health, Community Services, Youth Work);
2. Demonstrated experience working with rural and remote Aboriginal communities;
3. Well-developed oral and written communication skills;
4. Demonstrated ability to positively contribute as a member of a multidisciplinary team
5. Demonstrated ability to work in a professional, independent and non-judgmental manner;
6. Computer literacy skills
7. Current First Aid Certificate
8. A current Drivers Licence.

Desirable Criteria

9. Associated diploma in relevant fields

Employee

By signing below you are acknowledging that you understand and agree to the terms and conditions of employment set out in this Position Descriptions and that you have;

- I have read and understand the terms and conditions in the attached Position Description

- I have discussed any issues I have with my Position Description with my employer and they have considered and responded to any issues raised
- have received a copy of the Position Description for my records.

Name (print)

Signature

Date