

**Position Description**

**AODCCC Support Worker – level 3**  
**Position title: Non People Leader**

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| **Mission Australia** | |
| About us: | Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.  We’ve learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.  Together we stand with Australians in need, until they can stand for themselves. |
| Purpose: | Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.  *“Dear children, let us not love with words or speech but with actions and in truth.” (1 John 3:18)* |
| Values: | Compassion Integrity Respect Perseverance Celebration |
| Goal: | To reduce homelessness and strengthen communities. |
| **Position Details:**  Position Title: Support Worker | |
| Division: | Service Delivery |
| Reports to: | Program Manager |
| Position Purpose: | To support clients in the provision of welfare support, in particular the provision of services to face homelessness and other related issues |
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**Position Requirements (What are the key activities for the role?)**

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| |  |  | | --- | --- | | **Key Result Area 1** | **Client Support** | | **Key tasks** | **Position holder is successful when** | | * + Respond to referrals of clients to the service from internal and external support services and conduct formal assessments of suitability for support.   + Undertake initial registrations for clients, including all necessary paperwork and application forms.   + Induct clients into the service including the property, facilities, financials and regulations.   + Work with clients to create individualized support plans including referral to supplementary services as needed.   + Provide recovery and health care plans to support clients with AOD treatment.   + Respond to any emergency issues or dangerous situations by gaining the support of internal and external support services.   + Provide ongoing case management sessions with clients and review progression against case plans and provide informal counselling as required.   + Assist clients in the process of transition out of the service into independence or other services. | * + All referrals are responded to and appropriate clients are selected for the program.   + Thorough registrations are conducted and all required paperwork is completed and put on file.   + Clients are thoroughly indicted into the service and are fully aware of their rights and responsibilities.   + Support plans are created for all clients in line with Mission Australia best practice.   + Referrals are followed up within a 24 to 48 hour period   + Ongoing support is provided for client that meets individual needs and situation.   + Clients are effectively transitioned out of the service where appropriate and offered ongoing support from internal services. | | **Key Result Area 2** | **Program Support** | | **Key tasks** | **Position holder is successful when** | | * + Contribute to the effective functioning and development of the service through involvement in projects, contribution to team forums, and training and development of staff.   + Provide advice and input to service evaluations and reviews to ensure continuous quality improvement and promotion of best practice. | * + Active contribution is made to the development of the program including participation in staff training and development.   + Input is made to service development planning and implementation | | **Key Result Area 3** | **Administration** | | **Key tasks** | **Position holder is successful when** | | * + Create and update individualized case management files for all clients in line with Mission Australia protocols.   + Ensure that all required internal and external client paperwork is completed and copies kept on file.   + Complete a range of internal and external reports relating to clients and the program including risk assessments etc.   + Complete a range of other administrative duties for the efficient running of the service including statistics, reports, referral letters, goals plans etc. | * + Case management files are created in required standard and updated regularly.   + All paperwork is completed and correct and kept as required.   + All required reports are prepared correct and on time.   + All required administration tasks are completed accurately and in a timely manner. | | |
| **P**  **U**  **Work Health and Safety**  Everyone is responsible for safety and must maintain:   * A safe working environment for themselves and others in the workplace * Ensure required workplace health and safety actions are completed as required * Participate in learning and development programs about workplace health and safety * Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries   **Purpose and Values** | |
| * Actively support Mission Australia’s purpose and values; * Positively and constructively represent our organisation to external contacts at all opportunities; * Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times; * Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.); * To help ensure the health, safety and welfare of self and others working in the business; * Follow reasonable directions given by the company in relation to Work Health and Safety. * Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries * Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards * Actively support Mission Australia’s Reconciliation Action Plan. | |

**Recruitment information**

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| **Qualification, knowledge, skills and experience required to do the role** |
| * Client Support * Values Alignment * Organisational awareness * 2 years Diploma in Social Welfare (or higher) or relevant industry experience |
| **Key challenges of the role** |
| * The ability to manage a range of tasks including those which fall outside of case management in order to provide the support required for clients within the service |

**Compliance checks required**

**Working with Children**

**National Police Check**

**Vulnerable People Check**

**Drivers Licence**

**Other (prescribe)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval**

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| **Manager name** |  | **Approval date** |  |