

Disability Services Accommodation Site Leader

Position Description

Telephone: (02) 9568 0262
Facsimile: (02) 9550 9383

Email: vinnies@vinnies.org.au
Website: www.vinnies.org.au
Donation Hotline: 13 18 12

Position Title	Disability Services Accommodation Site Leader
Responsible Council	Sydney Archdiocese Central Council
Reports To	Disability Services Accommodation Team Leader
Reports From	Support Workers
Base Location	Sutherland Shire
Primary position objective	The Accommodation Site Leader is responsible for the coordination of services provided to people with a disability living in residential accommodation, promoting and increasing a community-inclusive lifestyle. This position is required to supervise a team delivering quality, flexible, group and individual services in response to each client's plan.

St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by a 20 year old man named Frederic Ozanam in 1833 who with a group of friends wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Leading by example and with boundless energy, Frederic started what is now a world-wide movement in just 20 short years. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 employees. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding and any other household items. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, food provision, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

Service Overview

Sydney Archdiocese Disability Services provides a stable and safe environment that supports people with disability to develop their confidence, life skills and independence.

Duties and Responsibilities

Client

- Establish and maintain effective links and positive working relationships with the clients, their supports and other stakeholders
- Ensure that the dignity and rights of clients is modeled and promoted at all times.
- Coordinate the implementation of person centred plans and review feedback from support workers, clients, their supports and other stakeholders and assessing the impact on service delivery.
- Ensure the service supports people with disability to engage with social networks and the boarder community
- Identify emerging client needs and refer appropriately
- Audit restrictive interventions and behaviour management strategies
- Audit medication processes in line with The Service's policies and procedures
- Attend internal and external stakeholder meetings including meetings with government agencies, community partners and client advocacy groups
- Ensure accurate recording, maintenance and security of client files
- Meet, and strive to exceed, personal and workgroup targets as set from time to time
- Follow reasonable directions from the Team Leader.

Employee

- Coordinate and supervise the day to day operations of the service
- Work with other employees and volunteers in a manner which encourages cooperation, effective communication, high levels of client focus, responsiveness and a commitment to an overall positive organisational culture.
- Provide constructive feedback to the Team Leader and Support Workers.
- Complete all documents in accordance with The Service Policies and Procedures
- Complete other records and reports as directed by Team Leader.
- Ensure security and confidentiality of all client and Society information.
- Provide and participate in training workshops and ongoing professional development as directed.
- Adhere to all Society and Service policies and procedures including Work, Health & Safety and meet associated legal obligations.
- Participate in The Society's appraisal process.
- Work within The Society's and Team's Code of Practice and Code of Conduct.

Team/Society

- Maintain a broad understanding of State and Federal government policies that have a direct impact on the delivery of services to people with a disability.
- Maintain good relationships with other bodies that interact with the St Vincent de Paul Society and its clients.
- Contribute to policy development.
- Facilitate, attend and actively participate in meetings as directed.
- Perform other duties within the scope of the role as may be requested from time to time.

Essential Criteria

- Certificate IV in a relevant field and experience in playing a key role in team or project working with people with disability and their supports including working with challenging behaviours.
- Good organisational and communication skills, with a demonstrated ability to relate positively and confidently with a wide range of people, and prioritise work load.
- Ability to work flexible hours as part of a team and to work independently and unsupervised.
- Good knowledge of, and an ability to access, a range of relevant community resources.
- Sound understanding of the NSW Disability Inclusion Act, Service Standards and Child Protection Legislation.
- Ability to use sound judgement and act appropriately in crisis and emergency situations.
- Demonstrated ability to use client database and Microsoft Office packages such as Word, Excel, Outlook.
- Current NSW Working with Children Check clearance.
- Current unrestricted NSW Driver's licence.
- Willingness to work within the ethos and Mission Statement of the St Vincent de Paul Society and the Society's Code of Conduct.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer