

**POSITION DESCRIPTION:**

<b>Position title:</b>	Residential House Supervisor
<b>Status:</b>	Part-time
<b>Location:</b>	Bendigo
<b>Classification level:</b>	SACS Level 3
<b>Award</b>	<i>Social, Community, Home Care and Disability Services Industry Award 2010</i>
<b>Reporting to:</b>	Supported Independent Living Team Leader
<b>Date Approved:</b>	November 2020

**WORKING ENVIRONMENT****Code of Conduct**

All employees must abide by the Organisational Code of Conduct.

**Occupational Health and Safety:**

As an employee, you must be aware of and comply with the requirements of the relevant Workplace Health and Safety legislation and associated regulations. This includes taking responsibility for your health and safety and that of others in the workplace and complying with the Organisations occupational health and safety policies and procedures.

**Performance Review:**

A Performance Review will be conducted using the Organisations Performance Management Process.

**POSITION SUMMARY**

A Residential House Supervisor at this level provides direct care assistance for Participants of the organisation.

At this level, employees may be required to supervise lower classified staff or volunteers in their day-to-day work. Employees with supervisory responsibilities may undertake some complex operational work. They may undertake planning and coordination of activities within a clearly defined area of the organisation, including managing the day-to-day operations of a residential facility for persons with a disability. Employees will be responsible for managing and planning their work and that of subordinate staff or volunteers. They may be required to deal with formal disciplinary issues within the work area.

**LEVEL OF RESPONSIBILITY**

This position is directly responsible to their immediate supervisor for all aspects of service delivery and organisational management whilst at work. The performance of this position is subject to general direction by the immediate supervisor

of the relevant program in which the Residential House Supervisor is working. The employee is required to undertake a range of activities requiring the exercising of initiative in the application of established work procedures and may require the employee to establish goals/objectives and outcomes for their particular work program or project.

At this level, employees will be required to take overall responsibility for the personal care of residents; training, coordinating and supervising other employees and scheduling work programmes. They will also liaise and coordinate with families and carers, other services and programmes whilst assisting in the interpretation of matters for which there are no clearly established practices and procedures. However, this will be undertaken under the general guidance of the employee's immediate supervisor.

### **SUPERVISION**

A Residential House Supervisor at this level works under general direction, operates within established routines, methods, standards and procedures and is expected to exercise initiative in the application of established work procedures and is responsible for managing time, planning and organising their work.

A Residential House Supervisor at this level works may be required to supervise lower classified employees or volunteers in their day-to-day work.

### **KEY TASKS AND DUTIES** *(including Key Performance Indicators)*

- taking overall responsibility for the personal care of residents; training, coordinating and supervising other employees and scheduling work programmes; liaising with families and carers, and assisting in liaison and coordination with other services and programmes
- implementing Participant skills and activities programmes under limited supervision either individually or as part of a team as part of the delivery of disability services
- supervising or providing a wide range of personal care services to residents under limited supervision either individually or as part of a team as part of the delivery of disability services
- assisting in the development or implementation of resident care plans or the planning, cooking or preparation of the full range of meals under limited supervision either individually or as part of a team as part of the delivery of disability services
- implementing Participant skills and activities programmes under little supervision either individually or as part of a team
- ensure that the service provided is in keeping with the relevant Service Standards and the policies and procedures of the organisation
- administer and monitor prescribed medication following established policies and guidelines (only applicable if a staff member is medically endorsed)
- provide transport for residents as required
- ensure appropriate records are kept and maintained for the expenditure of resident and house funds per organisation's policies and procedures
- monitor residents' general health and well-being and report changes
- maintain a record of significant daily events concerning the household and individual residents as appropriate.
- maintain Participant and organisation confidentiality
- act as an advocate for residents
- conduct and contribute at team meetings, training sessions and residents' House meetings

- banking and Participant finance management, including management of Participant accounts, allocation of funds, and the balancing of these accounts
- household cash management, ensure appropriate records are kept and maintained for home expenditure per organisation policies
- making and attending doctor's appointments with residents
- maintain Participant records and reports as required, including current residential care folders
- updating Participant profiles
- collect and collate data from personal plans for year-end acquittals
- prepare specialist reports as required
- report on and analyse incident reporting data and attend WH&S committee meetings
- Other duties as may be allocated from time to time

#### *Key Performance Indicators*

- Participant's needs are met, and the dignity of Participants is maintained
- organisational policies and procedures are adhered to
- the house is kept clean and secured
- appropriate assistance is provided
- Refer to HR004-03 Key Performance Indicators

### **QUALIFICATIONS**

- associate diploma with relevant experience; or
- a relevant certificate with relevant experience; or
- experience attained through previous appointments, services or study of an equivalent level of expertise or experience to undertake the range of activities required.

### **OTHER REQUIREMENTS**

- Proof of Eligibility to work in Australia
- Approved NDIS Worker Screening Clearance
- Approved Working with Children Clearance as per state requirements.
- NDIS Worker Orientation Module Certificate
- COVID-19 Vaccination Booster Certificate
- A current Victorian driver's licence
- Current Level 2 First Aid Certificate and CPR component
- A motor vehicle, which is comprehensively insured. (A copy of your current insurance policy and driver's license is required to be submitted at the time of recruitment and annually from then on and when changes occur).

### **SELECTION CRITERIA**

- Qualification or experience in the field



## Residential House Supervisor

- Ability to work autonomously and as part of a team
- Ability to satisfactorily manage competing priorities and tasks
- Highly developed communication skills, both verbal and written
- Leadership and management skills - ability to lead and maintain dynamic teams who achieve effective results

### SIGNATURES

#### Signed for and on behalf of the organisation:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_

#### The Employee:

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_