



POSITION DESCRIPTION

Position Title:	Support Worker
Location:	Glebe, SYDNEY
Reports to:	Manager
Supervises:	N/A

PHILOSOPHICAL FRAMEWORK OF THE RAINBOW LODGE PROGRAM

The Rainbow Lodge Program is a transitional supported accommodation service for up to eight men involved in the criminal justice system and includes an outreach component. Rainbow Lodge supports men leaving a term of incarceration, or those who are in the community and are under Community Corrections supervision. It also runs in conjunction with our First Nations specific Walama List bail program, which has two extra dedicated beds.

The Rainbow Lodge Program operates in a client centred, trauma informed, culturally appropriate manner, utilising harm minimisation strategies within a restorative justice framework. The aim being that all individuals who have experienced incarceration or engagement in the criminal justice system are supported to recover and heal in a supportive environment, devoid of judgement, to facilitate their journey of reintegration back into the community.

The Rainbow Lodge prioritises First Nations men, employs First Nations staff and partners with First Nations owned and operated organisations to facilitate this in a culturally safe way.

The Rainbow Lodge acknowledges the wisdom of a person's lived experience, whether a client, staff, board member or volunteer, and endeavors to embed its benefits in our practice.

PURPOSE OF THE ROLE

To provide support, assistance, and supervision to clients of The Rainbow Lodge Program in a client-centred, trauma-informed, culturally appropriate manner, utilising harm minimisation strategies within a restorative justice framework. The aim being that all individuals who have experienced incarceration are supported to recover, heal, and reintegrate into the community.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Complete client induction paperwork and upload it to CIMS
- Meet all the position requirements in line with the Services Policy & Procedures
- Follow the Support Worker shift procedure
- Support the client to meet their goals in line with their case plans
- Work collaboratively with case workers and other support staff, including manager to support the clients on their individual recovery journey



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- Support clients with pro-social & life skills development via support and guidance re: general household tasks and responsibilities, in addition to coordinating and facilitating an evening/weekend Activity Program

Client Program includes:

- Evening meals preparation/cleaning
 - Thursday night meetings for menu/shopping/cleaning weekly roster
 - On site social activities
 - Cultural activities
 - NA & Lived experience speakers
 - Weekend social outings
 - Client House Meetings and complete minutes
- Assist clients to actively participate in all aspects of the Rainbow Lodge Program including the Activities Program
 - Support clients to meet the conditions of the Participation Agreement as set by The Rainbow Lodge Program
 - Staff must leave the sleep-over room and office in a clean state - all sheets and towels are to be put in the washing machine and all dishes are to be washed and put away each shift

Staff must remain on-site the whole shift (staff cannot leave site for personal reasons)

ADMINISTRATION/TEAM REQUIREMENTS

Recording:

- Staff must check email and CIMS notes at the commencement of each shift and reply to emails where requested
- Ensure client CIMS notes are completed each shift and are accurate & professional, containing observation not opinion
- Communicate with staff and management via email
- Maintain accurate records re: purchases for items (via petty cash) associated with the Activities Program
- Locate, assess, and appropriately disseminate community resources which will be of benefit to clients
- Record all required client statistical information pertaining to matters of relevance in the appropriate manner
- Liaise with other services and government departments as required
- Promote the service through attendance at forums, expos and other promotional opportunities where required

FURTHER DUTIES

- Where required, facilitate groups and workshops with clients
- Transport clients to appointments, external groups and Walama Court and related activities.
- Supervise clients and their visitors to the Lodge
- Conduct room checks when required
- Administer First Aid
- Administer drug tests when requested by management.



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Maintain Rainbow Lodge vehicles by making sure they are clean and petrol is not below ¼ after use.

- Assisting with the planning, preparation, and clean-up of client evening meals
- Take minutes at Client House Meetings and appropriately action the same.

KEY SELECTION CRITERIA

Essential Criteria

- Qualifications in Social Work, Community services or related experience.
- Support work experience.
- Ability to work nights, weekends, and sleep over shifts.
- Knowledge of the criminal justice system
- A valid Australian Driver's licence.
- A valid First aid Certificate.
- Satisfactory criminal record and working with children check.

Desirable Criteria

- Experience in working in a residential service.
- Experience working with people engaged in the criminal justice system.

WHS RESPONSIBILITIES

- Provide and maintain premises, equipment, and systems of work that are safe and without risk to health (including safe means of access and exit from the workplace)
- Ensure food and substances are used, handled, stored, and transported safely.
- Keep the workplace in a safe condition and provide adequate facilities to ensure client and worker welfare.
- Ensure that other people at the workplace are not placed at risk as a result of work activities whilst at the place of work.

OTHER DUTIES AND RESPONSIBILITIES

- Perform tasks as directed by the service Manager in line with policies and procedures.

PHYSICAL DEMANDS

This position is based in a residential setting, which includes a two-story dwelling with stairs providing access to the second story. Workers are required to operate on both levels of this dwelling and must be able to manage the stairs with ease at a range of times daily. Some lifting and repetitive work is also required.

WORKING CONDITIONS AND ENVIRONMENT

Hours of duty: As per contract and roster

Award: The position is covered by the *Social and Community, Home Care and Disability Services Industry Award, 2021*

Location: The Rainbow Lodge Program, 22 Wigram Road, Glebe

SUPERVISION

Last Modified: 23rd May 2023



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Supervisor: Manager

Professional Supervision: Bi-monthly 1-hour sessions 'on site' with the Manager are mandatory.

Clinical Supervision: Monthly group supervision on site by external facilitator is mandatory.

Staff Meetings: Held monthly and are mandatory.

Employee's Signature: _____ **Date:** _____

Print name: _____

Manager's Signature: _____ **Date:** _____

Print Name: _____

For information relating to Rainbow Lodge, please go to: www.rainbowlodge.info