



HOUSE LEAD - DOVETON POSITION DESCRIPTION

Position:

House Lead – South East - Doveton

Position Number:

WSSHL004\ (SOUTH EAST – COMPLEX)

Location:

Doveton with some admin work from Cheltenham office.

Working Hours:

Full time, Part-Time considered for the right candidate. Will be a rostered mix of days, a sleep over and at least one weekend day per fortnight.

Salary:

TBA – Salaried. Discussed with the Successful Applicant. In line with SHADS award depending experience and qualifications.

Reports to:

Emma Dobrigh - Head of Operations.

Direct Reports:

Support staff – Doveton

Direct Relationships:

Rostering team, Allied health and other professionals involved in the participants support. Family members.

About Us:

We are an NDIS registered disability support provider, specialising in tailored supports to meet each participant's unique needs — including Supported Independent Living (SIL).

We have a strong, values-based culture, where we understand that great client support starts with great teamwork. We care as much about our people as our clients.

We are searching for highly reliable, trustworthy people who can approach situations with empathy, deliver high levels of engagement in a caring and calming approach. We are looking for people to join our team who have a genuine passion for helping and supporting others.



House Lead – Supported Independent Living (SIL):

At Westpeak Support Services, we are committed to creating safe, supportive, and empowering homes where people can live with dignity, choice, and independence. **We are seeking an experienced House Lead** to join our team and play a key role in leading the day-to-day operations of our Supported Independent Living (SIL) homes.

This rewarding position combines hands-on support for participants with compassionate team leadership, ensuring every individual receives high-quality, person-centred care. The House Lead will foster a positive and collaborative home environment while supporting staff to deliver services that align with NDIS requirements and contemporary SIL standards, effective 1 July 2026.

About the Role:

The House Lead plays a vital role in creating a safe, welcoming, and supportive home environment where participants are empowered to live as independently as possible. Responsible for overseeing the day-to-day operations of a Supported Independent Living (SIL) home, you will ensure every participant receives high-quality, person-centred, and goal-focused support that respects their individual choices, dignity, and aspirations.

Working alongside a dedicated team, you will provide leadership, guidance, and mentoring to support staff while coordinating the smooth operation of the household. You will ensure all supports are delivered in accordance with each participant's NDIS plan, behaviour support strategies, and individual goals, while maintaining compliance with the current NDIS Quality and Safeguards requirements.

Key Responsibilities:

Leadership & House Operations

- Oversee daily operations of the SIL home, ensuring a safe, structured, and well-maintained environment.
- Supervise and support Disability Support Workers, including task allocation, guidance, and shift coordination.
- Manage household budget, records, rostering input, and operational documentation.
- Ensure property maintenance, safety checks, and hazard reporting are completed promptly.
- Ensure compliance with Westpeak policies, procedures, and NDIS SIL standards.

Participant Support

- Provide direct, high-quality physical and emotional support to NDIS participants.
- Promote **choice, control, independence, and active participation** in daily living.
- Implement and monitor behaviour support plans and allied health recommendations.
- Support participants to engage in community access, social activities, and skill development.
- Maintain respectful, professional relationships with families, guardians, and allied health providers.



NDIS Compliance & Quality (2026 SIL Standards)

- Ensure supports are delivered in line with updated **NDIS Quality and Safeguards Commission SIL expectations**.
- Promote **active support practices** that build participant capacity and independence.
- Ensure accurate, timely, and audit-ready documentation of all supports and incidents.
- Immediately report and escalate incidents, risks, and safeguarding concerns.
- Ensure compliance with restrictive practice authorisation and behaviour support requirements.
- Support continuous improvement and quality assurance processes within the home.

Health, Safety & Risk

- Maintain a safe environment in accordance with OH&S requirements and NDIS Practice Standards.
- Identify, assess, and respond promptly to risks and hazards.
- Ensure safe medication practices and escalation of health concerns.
- Participate in mandatory safety, compliance, and professional training.

Team & Service Quality

- Lead by example in delivering consistent, person-centred support.
- Ensure effective shift handovers and continuity of care.
- Support workforce capability through coaching, feedback, and mentoring.
- Promote trauma-informed, culturally safe, and inclusive practice.

Key Requirements:

- Qualification in Disability, Community Services, or related field (or equivalent extensive experience).
- At least 2 years experience in a SIL environment or complex disability support environments.
- Proven ability to lead and supervise Disability Support Workers.
- Strong understanding of **NDIS SIL frameworks, active support, and behaviour support principles**.
- Current First Aid & CPR.
- Current NDIS Worker Screening Check.
- Current Working with Children Check (WWCC).
- Valid driver's licence and reliable vehicle with comprehensive insurance.
- Strong communication, documentation, and decision-making skills.

WORK FOR US



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What We Offer:

- Leadership role in a growing SIL service.
- Opportunity to make a direct impact on participant independence and quality of life.
- Supportive operational leadership structure.
- Ongoing training aligned with updated NDIS 2026 standards.
- Career development opportunities in disability services leadership.

Reporting Responsibilities:

Position Direct Reports:

8-10 Disability Support Workers – Casual/Part-Time.

Position Description Approval :

Emma Dobrigh

Date: 01/07/2026

A handwritten signature in black ink, appearing to read 'e.dobrigh'.

All enquires can be directed to our HR team at hr@westpeakss.com.au

Closing date Friday 25th July, all applications must include a current resume and cover letter.