



POSITION DESCRIPTION RECOVERY SUPPORT WORKER

Position Title:	Recovery Support Worker
Location:	Guthrie House Co-operative Limited Gadigal Land - Enmore, NSW 2042
Employment Category:	Casual
Award Category:	Social, Community, Home Care and Disability Services (SCHADS) Award – Level 3 (pay point dependent on experience/qualifications)

Guthrie House acknowledges the Traditional Owners of country throughout Australia and recognises their continuing connection to land, waters, and community. We pay our respect to them and their cultures and to elders past and present. Always was always will be Aboriginal Land.

Reporting and Relationships

The Recovery Support Worker reports directly to the Coordinator, Guthrie House.

The role works with a level of independence during rostered shifts while operating within established Guthrie House policies, procedures and program frameworks.

The Recovery Support Worker provides practical and relational support to residents and works collaboratively with the case management and clinical team to support the implementation of residents' case plans.

Day-to-day situations within the residential environment are managed using established policies, procedures, safety plans and case plans. Situations that present significant risk or fall outside established frameworks are escalated to the on-call staff member or management in accordance with organisational protocols.

Primary Purpose of the Position

The Recovery Support Worker provides trauma-informed, recovery-oriented support to women and children living at Guthrie House, particularly outside standard business hours. The role supports women navigating alcohol and other drug recovery, mental health challenges, parenting, pregnancy and daily living, while maintaining a strong focus on safety, dignity and cultural respect.

The position contributes to a safe and supportive residential environment by assisting residents during periods of distress, providing brief supportive interventions consistent with the Guthrie House program framework, supporting recovery-focused routines and group activities, and promoting respectful shared living within the house community.

Selection Criteria

Essential

- Qualifications in Social Work, Community Services or a related field, or currently undertaking relevant studies with at least one completed placement. First Nations applicants may be assessed on cultural knowledge, lived experience, or community leadership in place of formal qualifications.
- Demonstrated ability to work in a trauma-informed and recovery-oriented manner within residential or community settings.
- Understanding of the impacts of colonisation and intergenerational trauma on First Nations peoples, with a commitment to culturally safe practice.

- Experience responding to distress or challenging situations using de-escalation strategies and established safety procedures.
- Capacity to support women who are pregnant or parenting while navigating recovery, using a non-judgmental and strengths-based approach.
- Capacity to support women who are pregnant or parenting while navigating recovery, using a non-judgmental and strengths-based approach.
- Effective communication and documentation skills, including the ability to maintain professional boundaries and record observations and support provided.
- Ability to work both independently during rostered shifts and collaboratively within a multidisciplinary team.
- Willingness to work flexible hours, including evenings, weekends and public holidays.
- Current NSW Driver's Licence and First Aid Certificate (or willingness to obtain within three months).

Desirable

- Experience supporting women impacted by the criminal legal system and/or alcohol and other drug use.

Key Outcomes/Accountabilities

1. Trauma-Informed Recovery and Crisis Support

- Provide trauma-informed, recovery-focused support to residents, including brief supportive interventions and support during periods of distress outside standard business hours.
- Responding to emotional distress, substance use concerns and mental health needs using de-escalation strategies, established safety plans and harm-reduction approaches, in line with residents' case plans and program procedures
- Work collaboratively with the Guthrie House team to support safety, wellbeing, and continuity of care.

2. Recovery Programs, Life Skills and Pro-Social Engagement

- Support residents to build daily living skills and recovery capacity in line with individual case plans.
- Support structured recovery programs, including SMART Recovery groups.
- Deliver informal, strengths-based activities that promote connection, routine, and pro-social engagement.
- Model respectful behaviour and healthy boundaries in shared living spaces.

3. Pregnancy, Parenting and Child Support

- Provide practical and emotional support to pregnant women and mothers with infants, aligned with perinatal and child-focused case plans.
- Support attachment-focused activities and provide short-term supervision of children as required to enable mothers to attend in-house appointments, groups or take restorative breaks.
- Promote a safe, nurturing environment for mothers and children within the residential setting.

4. Cultural Safety and Inclusive Practice

- Deliver culturally safe, inclusive support that recognises the lived experiences of First Nations women, including the impacts of intergenerational trauma.
- Actively contribute to a culturally respectful and discrimination-free environment.
- Engage in reflective practice and ongoing learning in line with Guthrie House Policy.

5. Teamwork, Documentation and Professional Compliance

- Maintain accurate, timely and confidential case notes documenting strengths based observations, support provided and incidents during shifts.
- Participate in supervision, team meetings, and professional development activities.

- Uphold ethical and professional conduct in all interactions.
- Comply with Guthrie House policies and relevant legislation, including child protection, WHS, privacy and anti-discrimination obligations.

Acknowledgement

In signing this Position Description, the employee acknowledges that they have read and understood the requirements of the role.

Name: _____

Signature: _____

Date: _____