



House Manager

- **Impactful leadership opportunity**
- **lead and grow a team of 10 workers**
- **Group home located in the Inner West of Sydney**
- **Attractive salary package**
- **Full time or Part time available**

SILC's (Supported Independent Living Cooperative) mission is to create great, sustainable homes and life experiences for people living with Disability by connecting families with communities.

As part of our unique family governed model, the residents of homes in the SILC cooperative (including Emet House) enjoy a level of care where they can be the best, most joyous version of themselves. Choice and Control are at the heart of everything we do. We know that living with a disability has multiple layers of complexity and that homes run by families for families has outcomes that transcend the impossible. We choose our staff with care too as teamwork, collaboration and camaraderie creates an energy where the house crew love their day and are committed to helping the residents thrive.

Every successful team has an inspirational leader, and we are keen to meet our next House Manager. That's where you come in...

ABOUT YOU

- You have some experience as a manager or team leader in a health setting or complex needs group home (e.g. Disability, Drug & Alcohol, Aged Care).
- The residents and staff respect you because you know how to balance care and genuine compassion with their safety, well-being, personal growth and independence.
- You manage the house with great efficiency ensuring that administration, compliance and allied health liaison are operating with great precision.
- You ensure the team are covering rostering requirements and household tasks (including cooking, cleaning, washing, general home maintenance).
- You walk the talk and set a good example for House Staff, the Families and SILC team.
- Your qualifications look like a Cert IV (Disabilities) or equivalent or better (e.g. nursing, mental health, allied health, psychology, social work, teaching).
- You are super organized with proficient verbal and written communication skills to boot.
- You understand and accept that the occasional overnight, weekend, public holiday and emergency on call shifts are part and parcel of the role.
- You have a current driver's license and you drive like a safety pro!
- NSW WWCC, police check, First Aid certificate, CPR or a willingness to obtain.
- Calm, Conscientious and Caring are values you live by.
- You are willing and active to support the values of the home.

ABOUT THE JOB

- Support up to 3 male adult residents living with autism to live their best, most independent life by providing and overseeing their medical, well-being, personal care and social needs.
- Provide a high-quality person-centred living experience to residents and their families.
- Provide transformational leadership, coaching and direction to a small team of 6-8 House Support Workers.
- Manage the full life cycle of House Support Workers including sourcing, interviewing, onboarding, staff meetings, shift/leave/roster management and mandatory training.
- Ensure staff understand and comply with SILC's policies and procedures relevant to their role
- Maintain and champion safe working practices and associated safety registers.
- Ensure staff complete Shift Notes and Incident Reports compliant with SILC reporting requirements and corrective actions are implemented.
- Oversee and manage the day to day operations of the house including resident data reports, housekeeping, facilities maintenance and food preparation.
- Embody the NDIS principles of inclusion and sustainability by ensuring that behaviour support plans, participant goals, activity plans, functional community access programs are active and relevant.
- Manage budgets and reconcile household accounts in line with house systems and protocols.
- Appropriately escalate house or staffing matters with the relevant House Director.
- Attend and participate actively in SILC House Rep forums and other learning forums.
- Required availability – you will need to be available for some of the following shifts. The House Manager position can be part-time or full-time (minimum 20 hours per week)
The regular shifts at Emet House are:
Morning shifts (6am-10am) Wednesday to Saturday 6am to 10am.
Afternoon/evening shifts (3pm-7pm, or 3pm-10pm) Tuesday to Friday
Saturday shifts 10am to 4pm
Overnight sleep shifts (10pm to 6am) Tuesday to Friday

In return for your skills and efforts, you will be supported and developed through the Cooperative SILC model which is committed to the on-going development and support of families and staff. To apply or for more information about the role or a full job description please contact Ros for an Information Pack. rghazal277@gmail.com