



POSITION DESCRIPTION

Sober up Shelter Carer

Position Details

Reports To: Shelter Team Leader

Classification: Casual, SCHADS Award Level 2.1

Location: Kununurra, WA

About the Organisation

Kununurra Waringarri Aboriginal Corporation (KWAC) is an Aboriginal community-controlled organisation delivering culturally grounded, community-led programs across youth, men's development, justice reinvestment, and wellbeing.

Position Purpose

The Moongoong Dawang Sober Up Shelter provides a safe, supportive, and culturally respectful environment for people affected by alcohol and other substances. The Sober Up Carer is responsible for providing direct care and support to clients, ensuring their safety and wellbeing during their stay, maintaining a clean and welcoming environment, and assisting clients to access appropriate services and support when needed.

Key Responsibilities

- Provide safe, respectful, and culturally appropriate support to clients staying at the Sober Up Shelter.
- Regularly check on clients to monitor their wellbeing and respond to any concerns or emergencies.
- Prepare and provide meals, refreshments, and basic personal care items to support client wellbeing.
- Complete client records, observations, and incident reports accurately and in a timely manner.
- Assist clients to access their medication in line with organisational policies and procedures.
- Safely collect, record, store, and return client property.
- Maintain a clean, safe, and hygienic shelter environment, including completing cleaning tasks and maintaining shelter facilities.



Key Selection Criteria

- Current First Aid Certificate or willingness to obtain.
- Demonstrated experience working in community services, health, aged care, homelessness, alcohol and other drug services, or a similar client support role.
- Knowledge and understanding of the local community, services, and support networks in Kununurra and surrounding areas.
- Strong communication skills, with the ability to communicate effectively and respectfully with clients, community members, colleagues, police, health services, and other stakeholders.
- Ability to remain calm, professional, and responsive when working with vulnerable clients and challenging situations.
- Commitment to workplace health and safety, client wellbeing, and quality service delivery.

Desirable

- Qualification in Community Services, Mental Health, Individual Support, Alcohol and Other Drugs, or a related field.
- Experience supporting people affected by alcohol, substance use, homelessness, mental health concerns, or other complex needs.

Mandatory Requirements

- Working with Children Check
- National Police Clearance
- Drivers Licence

Key Outcomes

- Clients receive safe, respectful, and culturally appropriate care that supports their wellbeing during their stay at the Moongoong Dawang Sober Up Shelter.
- Client information, observations, and records are maintained accurately and completed within required timeframes.
- The shelter is maintained as a clean, safe, and welcoming environment, supporting positive client experiences and the effective operation of the service.



Employee Acknowledgement

I confirm that I have received, read and understood this Position Description. I understand the requirements of the role and will carry out my duties in line with KWAC policies and procedures.

Employee Name: _____

Signature: _____

Date: _____