



# Job Description: RTC : Adult Resources

## Role Purpose

To manage, coordinate and report on the effective recruitment and support of the Adult Members of SSA in accordance with the Constitution, Organisational Rules and Policies.

## Functions

1. Ensure the implementation of the Adult Support Policy in SSA
  - a. Monitor and report on the administration of Warrants and Appointments of Adult Members, with particular attention to the issuing, renewal and cancellation of warrants.
  - b. Monitor and report on the progress (advancement, interest and involvement) of Adult Members with particular attention to the recruitment and retention of Members.
  - c. Provide guidance regarding Affiliate Membership at Regional level.
  - d. Develop and maintain liaison with other RTC Adult Resource members in the implementation of the SSA Adult Support Policy.
  - e. Provide assistance to District Teams.
2. Regional Awards
  - a. Encourage the submission of Awards to the Regional Commissioner.
  - b. Ensure timeous processing of Awards to Regional Commissioner.
  - c. Monitor and report progress of Awards in the Region.
3. Perform a support, supervisory and leadership role
  - a. Support and mentor, where necessary, the members of the Region.
  - b. Interpret and apply SSA policy and directives related to Adult Resources.
4. Assist in the on-going review and improvement, development and implementation of OR and Policies with respect to Adult Resources
5. Support the Disciplinary Procedures and Member Code of Conduct.
6. Perform / implement any project / task / assignment as required by the RC or Chair: National Adult Resources.
7. Undergo an annual Personal Development Review with the RC and Chair: National Adult Resources.

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## Accountability & Reporting Structure

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|----------------------------------|--|
| Applicable Policies to the Role: | Organisational Rules<br>SSA Adult Support Policy<br>Member Code of Conduct |
| Report to                        | Regional Commissioner<br>Chair: National Adult Resources                   |
| Peers                            | All RTCs in the region   |
| Manages                          | National and Regional Team Adult Resource Members in the Region            |
| Supports                         | District Commissioners and their teams<br>Adult Members<br>RC              |

## Delegated Power

1. Recommendation on awards
2. Appointment of Regional Team Members : Adult Resources
3. Advise on Disciplinary and Member Code of Conduct procedures
4. Provision of advice on OR and Policies

## Period of Warrant

5 years renewable for 3 and then 2 years. Thereafter the warrant cannot be renewed for the role.

## Appointment Procedure

Process as described in Adult Support Policy.

## Other Agreed Tasks

As agreed with the direct report the candidate will also be responsible for:



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