

Community Transitions
JOB AND PERSON SPECIFICATIONS



Title of Position	Program Intervention Worker	Position Number	
Division	Services	Award	SCHCDS
Section	Real Support Network	Classification	Level 5
Location	Acacia Prison Wooroloo, WA		As per contract
Delegated \$ Authority	N/A	Probation Period	6 months
Position Type	As per contract	Hours per. week	As per contract

Job & Person Specification approved by the CEO: /...../.....

JOB SPECIFICATION

1. Summary of the broad purpose of the position in relation to organisation goals.

The Program Intervention Worker (PIW) is responsible for co-facilitating established group-based programs, and individual counselling to support reintegration and rehabilitation, as part of the throughcare support for men in custody at Acacia Prison.

The PIW will be responsible for establishing and maintaining effective and collaborative working relationships with partners, ensuring appropriate client information is shared and interventions / support provided to individuals. The position will be based within Acacia Prison, as part of the Real Support Network (RSN).

Based on program requirements, and delivery mode, the time allocation between group-based programs and individual counselling will be coordinated with the line manager to maintain appropriate balance, skill base and program/service delivery requirements.

2. Reporting/Working Relationships

The Program Intervention Worker reports to the line manager as assigned.

The Program Intervention Worker is expected to develop effective working relationships with other Community Transitions (CT) services/staff, Real Support Network (RSN) members, Serco, Government Departments, Agencies, and Service Providers

3. Special Conditions

- A current driver's licence is required.
 - Appropriate Police Clearances must be maintained, as directed.
 - High levels of confidentiality regarding client and organisational information disclosure.
 - The PIW may be required to provide services intra state on occasions.
 - Some manual handling may be required of this position.
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Statement of Key Outcomes and Associated Activities

4. The Program Intervention Worker will:

- Demonstrate the highest levels of personal and professional integrity and ethical behaviour.
- Assist clients to identify their individual goals and needs through the provision of intervention services and liaison with throughcare supports based in Acacia Prison and the Community.
- Ensure the delivery and coordination of high-quality criminogenic interventions for;
 - Alcohol and Other Drugs (i.e., Relapse Prevention, Readiness for Treatment, Assessment of Motivation / Motivation to Change etc.)
 - Domestic & Family Violence (i.e., Safe Relationships, Readiness for Treatment)
 - Gambling Harm (i.e., Relapse Prevention, Gambling Awareness)
- Counselling Interventions delivered in both group and/or individual (1:1) counselling.
- Actively participate and ensure that group facilitation is delivered to a high standard which includes the ability to manage difficult behaviour, is delivered in line with organisational expectations and is recorded appropriately and in a timely manner.
- Review case/treatment plans on a regular basis with participating clients.
- Liaise with partner organisations and relevant human services with the aim of achieving positive outcomes which will assist in clients achieving their goals and successful reintegration.
- Provide appropriate written reports, including monthly reports to your line manager.
- Ensure that day to day administration requirements of the program is met, including internal and external database systems as required.
- Participate in team meetings, and collaborative / networking events as appropriate.
- Ensure knowledge, skills and service provision is in keeping with current practices by accessing the latest literature, attending relevant training and workshops.
- Contribute to and comply with CT policies, directives, and guidelines through:
 - Assisting in policy development and commenting on draft documents
 - Utilising research data on current best practice in intervention and treatment
 - Contributing to approved research projects
 - Promote the standards of Community Transitions work including acting as a role model.
 - Establishing professional relationships with external agencies and departments
 - Ensure the service is promoted in a positive manner to the community.
 - Provide a safe environment for staff and clients consistent with the requirements of Worker Health & Safety
- Any other duties as directed.

5. Work Health and Safety

- Maintain a safe work environment in accordance with the organisation's Work Health and Safety Policies and Procedures, and onsite procedures.
- Undertake and maintain appropriate risk assessments for clients and activities.
- Participate in mandatory Work Health and Safety training sessions.
- Identify and report hazards in the workplace.

PERSON SPECIFICATION

Essential Minimum Requirements:

Educational/Vocational Qualifications

Tertiary qualification in a human services discipline and/or equivalent knowledge and experience in case managing people who are experiencing high levels of need and disadvantage.

Personal Abilities/Aptitude/Skills

- Ability to empathise with disadvantaged people in general and those interfacing with the criminal justice system.
- Ability to assess the needs of clients within a holistic framework.
- Ability to prepare reports and maintain accurate records.
- Effective communication and crisis intervention, counselling, and intervention skills
- Ability to develop and maintain professional networks.
- Ability to implement service strategies and evaluate results.
- General Computer skills & ability to enter information onto a database accurately and timely.
- Ability to work within a correctional facility.

Experience:

- Intake, interviewing and assessment skills.
- Counselling and intervention skills, in both 1:1 and group-based environments
- Working cooperatively with a range of service providers.
- Working with minimal supervision.
- Advocacy and networking.

Knowledge:

- Support Services available for people with complex needs
- Criminal Justice System.
- Worker Health & Safety Principles

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

First Aid Certificate.

Personal Abilities/Aptitudes/Skills

- Conflict Resolution management skills.
- Skills in managing challenging client behaviour.

EXPERIENCE

- Working with people from a range of cultures and social backgrounds.
- Experience in the use of computerised client information systems.
- Experience in assessing needs and risks of disadvantaged people, especially ex-offenders.

KNOWLEDGE

- A basic understanding in Restorative Justice Principles.
- Time management and prioritising tasks
- Integration and social inclusion principles

Acknowledged by Occupant

I confirm that I understand and agree to the expectations of this role as listed in this Job Description and confirm that I have the skills and experiences to undertake these.

Name.....Signature.....Date.....