

JOB & PERSON SPECIFICATIONS

Position title	Program Intervention Worker	Award	SCHADS
Division	Real Support Network	Classification	Level 5
Section	Client Reintegration Services	Probation period	As per contract
Location	Acacia Prison, Wooroloo, WA	Hours per. week	As per contract
Delegated \$ authority	N/A		

Job & Person Specification approved by the CEO:

Name	Signature	Date
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Job Specification

Purpose of the Position

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 relationship with partners, ensuring appropriate client information is shared and interventions/support provided to individuals. The position is 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.

Reporting/Working Relationships

This position reports to the Line Manager, Real Support Network.

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

Special Conditions and Requirements

- A current driver's licence.
- Appropriate National Police Clearances must be maintained as directed.
- Confidentiality regarding client and organisational information disclosure is required.
- May be required to provide services intra state on occasion.
- Some manual handling is required of this position.
- OARS Community Transitions follows the WA and SA Government Information Sharing Guidelines (ISG) to: Promote the Safety and Wellbeing of Children, Young People and their Families and the Site Support Officer is required to comply with and act in accordance with ISG Policy and Guidelines.

Key Outcomes and Associated Activities

Key Activities

Service Delivery

- 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 at 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 and 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 care/treatment plans on a regular basis with participating clients
- Liaise with partner organisations and relevant human services with the aim of achieving positive outcomes, assisting clients to achieve their goals and successful reintegration
- Provide appropriate written reports, including monthly reports to the line manager
- Ensure day to day administration requirements of the program are met, including internal and external database systems
- Participate in team meetings and collaborative/networking events
- Ensure knowledge, skill and service provision is in keeping with current practices, maintaining ongoing professional development
- Contribute to and comply with CT policies, directives and guidelines through:
 - Assisting to 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 and Safety
- Other duties as directed

Work Health and Safety

- Maintain a safe working environment in accordance with the organisation's Work Health and Safety Policies and Procedures
- Undertake, maintain and review appropriate risk assessments for participants 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 with clients with 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 work within a correctional facility
- Reporting and accurate record keeping
- Effective communication and crisis intervention and counselling skills
- Development and maintenance of professional networks
- Implementation and evaluation of service strategies
- Good database management skills and IT literacy

Experience

- Intake, interviewing and assessment skills
- Counselling and intervention skills, both 1:1 and group-based
- Cooperation with a range of service providers
- Working with minimal supervision

- Advocacy and networking

Knowledge

- Support services available for individuals across the community service sector
- Criminal justice system
- Workplace Health and Safety and Welfare Principles

Desirable Characteristics

Educational/Vocational Qualifications

- First Aid Certificate

Personal Abilities/Aptitudes/Skills

- Conflict management and resolution skills
- Ability to manage challenging client behaviour

Experience

- Working with people from a range of cultures and social backgrounds

Knowledge

- Restorative Justice Principles
- 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
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