

POSITION DESCRIPTION

Position Title:	Case Worker	SBH-64	Version: 15/09/20
Area / Service Area :	Services	Integrated Services	ReSet
Reporting To:	Service Manager		
Position FTE:	1	38 hours per week	
Remuneration:	Level 4		
Directly Supervises:	No direct supervisory responsibilities		
Indirectly Supervises:	No direct supervisory responsibilities		
Key Relationships:	Wungening, Centrecare, Wirrpanda, Prisons (Hakea, Casuarina, Karnet, Woorlooloo), Foundation Housing, Housing Choices, other housing providers and NGO's.		

Primary Purpose of Position

St Bart's, Centrecare Incorporated, Wirrpanda Foundation; led by Wungening Aboriginal Corporation have established a metropolitan wide partnership to deliver an integrated suite of tailored, culturally competent and evidenced based reintegration services to offenders and their families.

The service, known as ReSet, is based on the delivery of throughcare - supporting offenders to prepare for release into the community and to deal with barriers from a range of social, health, economic and personal challenges post release. The throughcare model builds on an offender's access to treatment and support whilst in prison and in the transition period from pre-release to being back in the community.

The aim of this service is to:

- Provide intensive re-entry and housing support services for offenders exiting custodial settings;
- Provide support services to families to increase offenders' positive community reintegration outcomes;
- Reduce rates of reoffending and specifically do our part in addressing the over representation of Aboriginal people in the WA criminal justice system; and
- Increase public safety.

The ReSet Case Worker is based at the North (Wungening East Perth) or South (Centrecare Cannington) Hub and reports to the Hub Team Coordinator. The Case Worker role focusses on Re-Entry and Accommodation for Offenders pre and post release.

This position is employed by St Bartholomew's House as part of the Reset Consortium and will work actively to support this partnership.

Key Position Accountabilities

1. Adhere to ReSet and St Bartholomew's House policies, procedures and operational requirements.
2. Ensure all required documentation, inclusive of case notes, screenings, assessments, support plans, etc. are maintained and provide regular data relating to consumer activity as required for reporting purposes.
3. Attend all meetings, forums, workshops, training, and supervision as required.
4. To actively engage in achievement of organisational service outcomes including KPI's, Evaluation, Quality Assurance Accreditation and Continuous Improvement Plans.
5. Provide individualised and person centred through care support to meet consumer needs in order to achieve successful re-entry and accommodation from prison to the community.
6. Provide culturally appropriate, respectful, sensitive and secure pre and post release support, and build relationships and connection with Aboriginal peoples referred to the service.

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7. Assist offenders to address criminogenic needs, increase personal functioning, and to make positive changes to lessen the risk of reoffending.
8. Support individuals through specialist referral and linkages when in crisis and assist them to engage with and fully participate in support programs that will assist them to achieve positive outcomes.
9. Be responsible for a caseload, participation in direct client activities, and other allocated client related tasks.
10. Develop and maintain respectful, supportive, collaborative and responsive relationships with both internal and external stakeholders.
11. Ensure personal health and safety at work and that of others complying with all *Occupational Health and Safety* requirements and as directed by St Barts;
12. Participate in the St Barts Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Barts;
13. Understand, comply with, and adhere to all St Barts policies, procedures and work practices, and complete all necessary OneVault requirements within set timeframes;
14. Understand, comply with, and adhere to the St Barts Code of Conduct;
15. Participate in, and contribute to, all St Barts Quality Improvement and Risk Management programs, to encourage and promote organisational performance and deliver better consumer outcomes;
16. Participate in and provide support in all accreditation, compliance and national standards activities as directed;
17. Participate in essential and/or mandatory training annually as required and directed;
18. Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function;
19. Other duties and accountabilities as directed by the Host Agency or St Bart's Service Manager, Integrated Services Manager, and/or the Chief Operating Officer.

Key Performance Indicators (KPI's)

1. Maintaining a caseload of 20-25 consumers.
2. Providing 3-6 months pre-release support, release day support and 12 month post-release support.
3. Number of consumers appropriately housed and tenancies sustained.
4. Percentage of goals which were fully achieved by consumers.

St Barts Values

St Bart's aims to foster a culture that embraces our values and which reflect what we believe will deliver the best outcomes for our clients and services delivered.

The St Bart's Values form the basis of all employee behaviour. All employees of St Bart's are expected to demonstrate the Values when carrying out the accountabilities of this position.

Empowerment	We create a community where everyone believes they have the ability to make a difference
Innovation	We foster an environment where creativity thrives
Commitment	We have the courage and determination to make it happen.
Collaboration	We work together to achieve shared goals
Social Justice	We believe everyone has a right to equitable treatment, dignity and compassion

Workplace Behaviours

St Bart's is committed to ensuring that all employees contribute towards a positive workplace environment. As defined in the Code of Conduct, it is the expectation of St Barts, that all employees demonstrate the conduct as

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defined in the acceptable behaviours below, when carrying out the accountabilities of the position.

Respectful	Using respectful, supportive and encouraging language in all interactions, no matter the subject of the conversation
Politeness	Questioning a peer's position on an issue politely rather than asserting your position is the right one; listening to your peer's position with an open mind
Constructive Feedback	Giving peers direct, non-personal and constructive feedback as opposed to criticism
Express Appreciation	Expressing appreciation when a peer does something correctly and in a timely manner
Decision Making	Respecting each other as adults and trusting other Staff member's decision making abilities
Conflict	Approaching conflict with maturity and true desire for resolution, rather than as a fight or opportunity to belittle a co-worker
Positive attitude	Maintaining a positive attitude, even when you are having a bad day.

Position Key Selection Criteria

Qualifications, Licences & Legislative Compliance

1. Tertiary and/or Bachelor Degree or minimum Diploma qualification in Social Sciences, or a similar discipline;
2. Ability to gain *Department of Justice clearance*;
3. Current and valid *Working with Children's Check*;
4. Current satisfactory *National Police Clearance* obtained within the last three (3) months;
5. Current *Australian Passport* or current valid *Working Visa* permitting all necessary requirements to legally work in Australia;
6. Current valid *First Aid Certificate*;
7. Current *WA "C" Class Drivers Licence* (for photo identification purposes and/or if required for position duty purposes)

Knowledge, Skills & Experience

1. At least 3 years demonstrated work experience relevant to the position;
2. Demonstrated experience with people engaged with the Justice system.
3. Knowledge and experience of working in a homelessness or mental health setting.
4. Demonstrated ability to work with Aboriginal and Torres Strait Islander peoples and communities.
5. Understanding and knowledge of working with Aboriginal and Torres Straits Islander families and children in contact with the justice system, or a related field.
6. Knowledge and understanding of recovery and trauma informed practice and to work within this framework, including strong reflective practice skills.
7. Exceptional interpersonal skills with the ability to work with a diverse range of people,
8. Excellent organisational and time management skills, including the ability to prioritise and manage multiple and competing work tasks
9. Computer skills including Microsoft Office Word and client database applications.
10. Ability to work both independently and collaboratively as a productive team member

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- 11. High levels of professionalism, confidentiality and discretion.
- 12. Adaptability and flexibility to changing work environments and requirements

POSITION DESCRIPTION ACKNOWLEDGEMENT & AGREEMENT

By signing this documents, I acknowledge that:

- I have read and understood the conduct, accountabilities and key performance indicators described in this position description and agree to carry out the duties and accountabilities as required;
- I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this document.
- I acknowledge, that St Bart's as my employer has the right to alter this position description from time to time in accordance with operational and organisational requirements.

Employee Name
(print full name): _____

Signature: _____

Date: _____

**We're by
your side.**

