

**OFFENDERS AID AND REHABILITATION SERVICES OF SA INC**  
**JOB AND PERSON SPECIFICATIONS**

<b>Title of Position</b>	HISSP Case Worker	<b>Position Number</b>	
<b>Division</b>	Services	<b>Award</b>	SCHCDS
<b>Section</b>	Home Detention Integrated Support Services	<b>Classification</b>	Level 5 + \$5,000 p/a pro rata
<b>Location</b>	Adelaide Metropolitan & Regional		Part Time
<b>Delegated \$ Authority</b>	N/A	<b>Probation Period</b>	6 months
<b>Position Type</b>		<b>Hours per. week</b>	19 hours per week

Job & Person Specification approved by the CEO:

..... /...../.....

**JOB SPECIFICATION**

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

This position contributes to the implementation of Goals 1, 2 and 4 of the OARS SA strategic Plan.

The Home Detention Integrated Support Service Program (HISSP) Case Worker will provide clients referred to this service: accessible, respectful and a non-discriminate service that will met the immediate support needs of the client.

The HISSP Case Worker role is predominately an 'outreach' position that provides assessment, case planning, referral to appropriate services, both in- house and external, advocacy, goal setting and prioritising tasks, whilst attending to the immediate needs of clients.

This position will require the HISSP Case Worker to work in several locations including custodial facilities and client's current places of residence.

**OARS Community Transitions follows the SA Government Information Sharing Guidelines (ISG) to: Promote the Safety and Wellbeing of Children, Young People and their Families.**

**The HISSP Case Worker is required to comply and act in accordance with ISG Policy and Guidelines.**

**OARS Community Transitions is undertaking accreditation with White Ribbon Australia to become and White Ribbon Workplace and create a safer workplace for women.**

**2. Reporting/Working Relationships**

The HISSP Case Worker reports to the Team Leader HISSP

The HISSP Case Worker is expected to develop effective working relationships with other OARS services/staff, departments, agencies, service providers and specifically the Department of Correctional Services.

**3. Special Conditions**

A current driver's licence is essential.

The HISSP Case Worker must undergo a police check,

The HISSP Case Worker must sign a confidentiality agreement regarding client and organisational information disclosure.

The HISSP Case Worker may be required to provide services intrastate.

Some manual handling may be required of this position.

---

## Statement of Key Outcomes and Associated Activities

The HISSP Case Worker will:

- Provide Case Managed/Coordinated support to clients referred via the Department for Correctional Services
- Interventions and support will be Person-Centred, collaborative, outcomes focused, using a 'strength basis' foundation adhering to the HISSP Program principles
- Assist clients to access supports that will enable reintegration back into their individual communities, to reduce recidivism as set out by the 10 by 20 initiative.
- Address Health & Wellbeing issues by providing advocacy and referral to health professional including Mental Health Services of the individual client
- Provide referrals to specialised services to address substance misuse and alcohol issues
- Provide support and practical assistance to enhance living skills
- Establish and maintain respectful partnerships and working relationships with relevant stakeholders, particularly the Department for Correctional Services (DCS)
- Support clients to understand requirements of Home Detention and Intensive Compliance, including engaging with family / significant others in the home, where appropriate
- Undertake intake and assessment processes with all clients, including living skills assessment, risk assessment and identification of goals, strengths and barriers.
- Provide assertive outreach and case management/coordination to all clients progressing to a support package following intake/assessment.
- Record accurate and relevant data on the internal VTASS data system as required
- Where appropriate, record accurate and relevant data on the Homeless to Home (H2H) database.
- Maintain appropriate and accurate client files
- Ensure the service is provided in a manner that achieves positive client outcomes and targets whilst maintaining the integrity of the organisation's policy and procedures.
- Review case plans on a regular basis with participating clients.
- Liaise with in- house services and relevant human services with the aim of achieving positive outcomes which will assist in clients achieving their negotiated goals and obtaining social reintegration.
- Regularly review Case Plans with the Manager of Team Leader HISSP, and Stakeholders including Department for Correctional Services (DCS).
- Support clients to engage positively in their local community.
- Provide basic counselling to clients as needed.
- Provide clients with accurate and current information which empowers them to make informed decisions/choices for themselves.
- Assist in supporting, developing and nurturing positive networks for clients.
- Negotiate on behalf of clients with potential service providers, employers, landlords etc.
- Ensure appropriate transition support and information is provided to client on completion of their support package
- Be available for some out-of-hours work, and on-call phone support when required.
- Maintain 'Keep-In-Touch' support for 24-month period from commencement onto program
- Provide appropriate written reports, including transition reports, completion reports for DCS
- Participate in team meetings, and relevant case conferences.
- Promote the service and the organisation in a positive manner within the community.
- Provide a monthly report to the Team Leader HISSP
- Contribute to the required written reports to the funding body
- Adhere to all Organisational Policy, and relevant Legislations
- Maintain procedures that adhere to the requirements of Workers Health and Safety.
- Any other duties as directed by the Team leader HISSP or Manager Reintegration Services

**Acknowledged by Occupant.**

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

## 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 and are interacting in the Criminal Justice system.

#### ***Personal Abilities/Aptitude/Skills***

- Ability to empathise with disadvantaged people in general and those interfacing with the criminal justice system.
- Ability to interact with people who are under intensive compliance conditions eg: Home Detention
- Commitment to supporting the reduction of recidivism as per the DCS 10by20
- Ability to assess the needs of clients within a holistic framework.
- Ability to prepare reports and maintain accurate records.
- Effective communication and crisis intervention skills.
- Interviewing and basic counselling 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
- Ability to work within a correctional facility

#### ***Experience:***

- Case Management.
- Interviewing and basic counselling skills.
- Working cooperatively with a range of service providers.
- Working with minimal supervision.
- Advocacy and networking.

#### ***Knowledge:***

- Barriers and needs of disadvantaged people and ex-offenders in particular
  - Support Services available for disadvantaged people
  - The Criminal Justice System
  - Workers Health and Safety Principles, including risk assessment and management
-

**DESIRABLE CHARACTERISTICS**

***Educational/Vocational Qualifications***

- First Aid Certificate.

***Personal Abilities/Aptitudes/Skills***

- Ability to assist in the development of funding proposal and submission.
- Conflict Resolution management skills.
- Counselling Skills

***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, offenders and ex-offenders.
- Data entry experience.

***KNOWLEDGE***

- Computerised client files.
- A basic understanding in Restorative Justice Principles.
- Time Management and prioritising tasks
- Integration and social inclusion principles
- Factors associated with recidivism

**Acknowledged by Occupant**

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