

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

Title of Position	Rehabilitation Support Worker	Position Number	
Division	Remand Centre Rehabilitation Services	Award	SCHCDS
Section	As required	Classification	Level 5
Location	Adelaide/Metro	Employment Type	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 Rehabilitation Support Worker is responsible for assisting clients based within the Adelaide Remand Centre to identify their accommodation needs and make appropriate referrals, the provision of both one-to-one and group counselling and interventions to clients, entering data into client databases and undertaking associated administrative processes which includes maintaining attendance and progress records in accordance with reporting requirements, providing evaluation and reports in line with program expectations as negotiated with Serco and as directed by the Team Manager.

OARS Community Transitions follows the SA Government Information Sharing Guidelines (ISG) to: Promote the Safety and Wellbeing of Children, Young People and their Families and all staff are required to comply and act in accordance with ISG Policy and Guidelines.

2. Reporting/Working Relationships

The Rehabilitation Support Worker reports to the Team Manager Responsible for the program within which they are working.

The Rehabilitation Support Worker is expected to develop effective working relationships with other OARS CT services/staff, and external partners as applicable e.g. Government Departments, agencies, service providers such as Serco, Department for Correctional Services and specialist agencies.

3. Special Conditions

- A current driver's licence is required.
 - Is bound by confidentiality regarding client and organisational information disclosure
 - Is required to have an appropriate police clearance
 - The position will involve both outreach and out of hours work.
 - Some intra-state and interstate travel may be required.
 - Some manual handling is required of this position.
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Statement of Key Outcomes and Associated Activities

4 The Rehabilitation Support Worker is to work as part of a team to:

- Provide intake, assessment and referral for remandees seeking release accommodation from Adelaide Remand Centre
- Liaise with and refer to internal OARS CT programs for community supports upon release
- Advocate and Liaise with external service providers for community supports and eligibility upon release
- Ensure the coordination and delivery of high-quality interventions in line with funding contracts, memorandums of understandings (MOUs) and organisational requirements
- 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.
- Assist in the planning, preparation and delivery of group sessions and associated administration, including maintaining attendance and performance/ achievement notes and providing accurate and appropriate reports in accordance with the service agreement(s)
- Assist the Team Manager (OARS CT) and Manager Offender Development (Serco) to ensure that services are provided in context with organisational quality management processes, agreed Key Performance Indicators (KPI's) and interagency MOUs.
- Ensure that self needs for support and supervision are met, informing the Team Manager (RTS) of supervision, education and training needs. Participating and contributing to in-service education programs
- Ensure that knowledge, skills and service provision is in keeping with current best practices by accessing the latest literature, attending relevant training and workshops
- Contribute to and comply with OARS 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 OARS CT work including acting as a role model
 - Establishing professional relationships with external agencies and departments
 - Provide the Team Managers of Rehabilitation Treatment Services (RTS) with support and assistance when required
 - Ensure the service is promoted in a positive manner to the community
 - Providing a safe environment for staff and clients consistent with the Workers Health and Safety Act
- Any other duties as directed

5. Work Health and Safety

- Maintain a safe work environment in accordance with the both OARS CT and Serco's Work Health and Safety Policies and Procedures
- Participate in mandatory Work Health and Safety training sessions
- Identify and report hazards and incidents in the workplace
- Ensure that emergency contacts within relevant OARS CT records and mobiles are maintained

PERSON SPECIFICATION

Essential Minimum Requirements:

Educational/Vocational Qualifications

- Tertiary qualification in a human services discipline and/or equivalent knowledge and experience in the provision of counselling/interventions to people who are experiencing high levels of need and disadvantage.

Personal Abilities/Aptitude/Skills

- Ability to emphasise with disadvantaged people in general and those interfacing with the criminal justice system.
- Skills in group facilitation/training
- Ability to work collaboratively with other service providers, developing and maintaining professional networks
- Ability to take direction, be self-motivated and where required to work autonomously to manage allocated program activities
- High standards in managing workloads and efficient time management skills
- 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.
- General Computer skills, including client database entry and evaluation.
- Ability to work within a correctional facility

Experience:

- Intake interviewing and assessment skills.
- Providing case management and support to clients.
- Working cooperatively with a range of service providers.
- Working with minimal supervision.
- Advocacy and networking.

Knowledge:

- Criminal Justice System.
- Workplace Health, Safety and Welfare Principles.

DESIRABLE CHARACTERISTICS

Educational/Vocational Qualifications

- Moral Reconciliation Therapy
- First Aid Certificate.

Personal Abilities/Aptitudes/Skills

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

EXPERIENCE

- Case Management.
- Working with people from a range of cultures and social backgrounds.
- Experience in assessing needs and risks of disadvantaged people and ex-offenders.
- Experience of collaborative work across services/programs
- Experience in evaluation and writing outcome reports

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.....