



Reintegration Coordinator (Pre-Release)

About VACRO	VACRO is a non-government, non-denominational organisation. It was founded in 1872 (as the Discharged Prisoner's Aid Society of Victoria) in the wake of the 1871 Royal Commission into the Penal Establishments and Gaols, which urged the establishment of a body to give assistance to discharged prisoners.
Mission	VACRO works across the criminal justice system to create a safe and fair community, to respect and support individual and family dignity, and to make a positive contribution to reducing the harm done by crime. We achieve this, as leaders and in partnership, through the development and delivery of programs that empower people impacted by the criminal justice system, supported by research, education and advocacy.
Values	<ul style="list-style-type: none"> • We show integrity in our relationship with each other, our clients and the broader community. • We display respect by supporting our clients to achieve positive outcomes and lead meaningful lives. • We work towards inclusion for all stakeholders in the development of our programs. • We are adaptable to the conditions and opportunities that arise in our daily work.
Position Title	Reintegration Coordinator (Pre-Release)
Position Objective	Assist clients to prepare for transition into the community by delivery of the Relink Program as part of the Corrections Victoria Reintegration Program (CVRP).
Job Classification	Social, Community, Home Care and Disability Services Industry Award 2010 Level 5, Pay Point dependent on experience and qualifications.
Location	Relevant prison, VACRO regional office or VACRO head office at Level 1, 116 Hardware Street, Melbourne VIC 3000.
Reporting Relationship	Team Leader - Relink
Direct Reports	N/A
Key contacts of the role	Director Client Services, Team Leaders - Relink, Corrections Victoria Transition Coordinator, Assessment and Transition Coordinators (ATCs), all other prison based service providers including clinicians, custodial case managers, CVRP services.

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Key Result Area	Tasks	Performance Indicators
Service Delivery	<ul style="list-style-type: none"> Undertake client assessment involving complex clients including Serious Violent or Sex Offender (SVoSO) Prisoners, Aboriginal and Torres Strait Islander Prisoners and Women Prisoners. Facilitate the Relink Level 1 and Level 2 modules on a group and individual basis involving clients with complex needs. Coordinate case conferences. 	<ul style="list-style-type: none"> Service delivery is undertaken in accordance with VACRO and Corrections Victoria requirements. Outcomes of the Relink Program are achieved in accordance with VACRO and Corrections Victoria requirements.
Administration and Reporting	<ul style="list-style-type: none"> Book rooms and schedule modules and groups. Book clients into groups. Respond to events and communications such as referrals, non-attendances and emails in a timely manner. Record client data in a timely manner. Record and report any incidents and issues. 	<ul style="list-style-type: none"> Clients are scheduled for modules in accordance with VACRO and Corrections Victoria requirements. Responses and recording of data is in accordance with VACRO and Corrections Victoria requirements. All incidents and issues are reported in accordance with VACRO and Corrections Victoria requirements.
Stakeholder Relationships	<ul style="list-style-type: none"> Liaise with staff from Corrections Victoria and prisons as well as other stakeholders. Promote the Relink Program including attendance at meetings. 	<ul style="list-style-type: none"> Positive working relationships with stakeholders are built and maintained. The Relink Program is promoted effectively.
Continuous Improvement	<ul style="list-style-type: none"> Undertake evaluations of groups. Contribute to continuous improvement activities. 	<ul style="list-style-type: none"> Groups are evaluated in accordance with VACRO and Corrections Victoria requirements. Allocated continuous improvement activities are actioned.

Expectations of all VACRO staff

- Uphold VACRO's vision, mission and values and seek ways to add value
- Compliance with VACRO Code of Conduct
- Operate within VACRO's formal delegations framework
- Adherence to VACRO's CQI policies and other related legislation requirements
- Comply with and provide active support of VACRO OHS policies, immediately reporting incidents and hazards to VACRO OHS representative or Management
- Ensure the profile of VACRO is enhanced through excellence in program development, communications and service provision
- Represent and enhance VACRO's profile at stakeholder and network meetings as required
- Participate in regular supervision and relevant training programs to enhance professional performance
- Attend and participate in all VACRO meetings as required
- Develop and maintain professional working relationships with colleagues
- Commitment to social justice and the rights of currently and formerly incarcerated people and their families
- Undertake all legal and reasonable tasks as directed by line manager or representative

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Key Capabilities required to perform the role	<p>Knowledge</p> <ul style="list-style-type: none"> • Tertiary qualification in Social Work, Psychology, Welfare, Human Services or other relevant fields • Knowledge of the Victorian Correctional System, including changes arising from recent reforms to parole system, and issues associated with clients who are socially disadvantaged • An understanding of the issues associated with institutionalisation within the criminal justice system, the needs of people exiting custody <p>Experience</p> <ul style="list-style-type: none"> • Worked in Prison environment or with clients within the correctional system • Supported complex clients, eg.ABI, homelessness, mental health issues, AOD, addictive behaviors • Experience working with SVoSO Prisoners, Aboriginal and Torres Strait Islander Prisoners and Women Prisoners <p>Skills</p> <ul style="list-style-type: none"> • Strong written and verbal communication skills • Organised and able to meet deadlines • Ability to accurately and promptly record activities in database • Ability to assess complex client needs • Group facilitation • Case planning experience • Sound level of MS Office including Excel, database and internet skills <p>Behaviors and Personal Attributes</p> <ul style="list-style-type: none"> • A willingness to work in correctional facilities • Willing to take direction from VSRC • Organised and able to manage time effectively • Structured in work patterns • High level of integrity and empathy for the work undertaken by VACRO • Focus on achieving good client outcomes • Highly developed interpersonal skills and ability to build good working relationship with colleagues, clients and stakeholders
Conditions of Employment	<ul style="list-style-type: none"> • You need to disclose any pre-existing illness or injury that you know about which could reasonably be foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition. • Salary packaging is available. • Annual leave entitlement is 4 weeks per annum (pro rata). • Approved training and professional development will be funded by VACRO.
Offer of position will be subject to	<ul style="list-style-type: none"> • A Police Records check • Verification of personal identity, work history and qualifications • Victorian Drivers license
<p>Position Holder's signature _____</p> <p>Manager's signature _____</p> <p>Review date: November 2016</p>	