

Staff position description

Reintegration Coordinator

Position overview

Position title	Reintegration Coordinator
Unit or program	Client Services, ReLink
Position objective	<p>The ReLink Program is part of the Corrections Victoria Reintegration Pathway (CVRP) and is delivered to people prior to their release from prison. It aims to assist them to prepare for transition into the community.</p> <p>This position undertakes client assessment as well as the delivery of group and individual sessions with complex clients.</p>
Job classification	Social, Community, Home Care and Disability Services Industry Award 2010, Level 5 Pay point depending on qualifications and experience
Location	<p>Level 1, 116 Hardware Street, Melbourne VIC 3000</p> <p>Involves occasional travel to prisons across the state of Victoria.</p>
Reports to	Program Manager – ReLink
Direct reports	N/A

About VACRO

VACRO is a non-government, non-denominational organisation. It was founded in 1872 (as the Discharged Prisoners' Aid Society of Victoria) in the wake of the 1871 Royal Commission into Penal Establishments and Gaols which urged the establishment of a body to give assistance to discharged prisoners.

Vision	New beginnings, stronger communities.
Mission	To support new beginnings for clients of the correctional system and their families, and build safer and stronger communities.
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 lives.

Key contacts (internal)

Program Manager – ReLink
 Practice Advisor – ReLink
 Senior Reintegration Coordinators
 Reintegration Coordinators

Key contacts (external)

Corrections Victoria Transition Coordinator
 Assessment and Transition Coordinators (ATCs)
 All other prison-based service providers including clinicians, custodial case managers and CVRP services

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Position details

Key result area	Task	Performance indicator
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. Make recommendations for post-release support. Coordinate case conferences. 	<ul style="list-style-type: none"> Service delivery is undertaken in accordance with VACRO and Corrections Victoria (CV) requirements. Outcomes of the ReLink Program are achieved in accordance with VACRO and CV requirements.
Planning, 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. Report and record any incidents and issues. 	<ul style="list-style-type: none"> Clients are scheduled for modules in accordance with VACRO and CV requirements. Responses and recording of data is in accordance with VACRO and CV requirements. All incidents and issues are reported in accordance with VACRO and CV requirements.
Stakeholder relationships	<ul style="list-style-type: none"> Liaise with staff from CV and prisons as well as other stakeholders. Promote the ReLink Program including attendance at meetings. Conduct ReLink presentations at stakeholder forums and training events. 	<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 CV requirements. Allocated continuous improvement activities are actioned.

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Expectations of all VACRO staff

- Uphold VACRO's Vision, Mission, Values and Code of Conduct.
- Comply with legislative requirements relating to this position, including taking all reasonable care of your own safety and that of others in the workplace; contributing to the improvement of health and safety within the workplace; and complying with VACRO procedures and practices which support occupational health and safety.
- Provide safe and quality services as a priority, for which you are responsible, accountable and supported by Board and management.
- Operate within VACRO's formal delegations framework and in accordance with its policies and procedures.
- Participate in continuous quality improvement (CQI) activities, including identifying opportunities and making improvements to systems, processes and programs.
- Participate in VACRO meetings, regular supervision and professional development.
- Represent and enhance VACRO's profile at stakeholder and network meetings, as designated by your Manager.
- Demonstrate commitment to social justice outcomes and help protect the rights of people impacted by the criminal justice system, and their families.

Key capabilities

Knowledge

- Tertiary qualification in Social Work, Psychology, Welfare, Human Services or other relevant field.
- Sound knowledge of the issues associated with individuals who are socially disadvantaged.
- Understanding of the issues associated with institutionalisation within the criminal justice system and the needs of people exiting custody.

Experience

- Experience working with complex clients particularly those who have been in contact with the criminal justice system.
- Supporting complex clients, e.g. ABI, homelessness, mental health issues, AOD, addictive behaviours.

Skills

- Highly developed interpersonal skills and ability to build good working relationships with colleagues, clients and stakeholders.
- Well-developed written and verbal communication skills.
- Ability to assess complex client needs.
- Group facilitation.
- Sound level of MS Office, database and internet skills.

Behaviours and personal attributes

- Willingness to work in correctional facilities.
- Organised and able to manage time effectively to meet deadlines.
- Focus on achieving positive client outcomes.
- A willingness to work within the Victorian justice system with socially

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disadvantaged clients.

Mandatory requirements

- verification of personal identity, employment history and qualifications
- satisfactory National Police Check
- Victorian Driver Licence.

Incumbent declaration

I have read this Position Description and agree to undertake the duties and responsibilities listed above. I acknowledge that:

- The Position Description is an indication of the duties and responsibilities that I am required to undertake. Additional or other duties and responsibilities may be allocated to me, in discussion with my Manager.
- Where training and support are required to fulfil these duties, or additional or other duties at a similar level of responsibility, these will be provided within the guidelines of the organisation.
- The Position Description will be reviewed regularly in consultation with me.
- The Performance Indicators, where included in this document, are indicative. Performance Indicators will be set by my immediate supervisor in discussion with me, for each year (or another period) and my performance reviewed against those Performance Indicators.

**Name of Position
incumbent**

Date

Signature