

## POSITION DESCRIPTION

<b>Position Title</b>	Case Worker	<b>Position Number</b>	SBH-62
<b>Service Area</b>	ReSet		
<b>Remuneration</b>	Level 4	<b>Position FTE</b>	1.0FTE (38 hours per week)
<b>Reporting to</b>	Service Manager – Reconnecting Lives		
<b>Supervision of</b>	No direct supervisory responsibilities		
			Updated April 2022

### Our Vision, Mission and Values

#### Our Vision

A community where everyone has a safe and secure place to call home.

#### Our Mission

To provide opportunities, pathways and care to vulnerable people who find themselves without a home.

#### Our Values

St Bart's aims to foster a culture that embraces our values and which reflects 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 duties of this position.

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

### Position Overview

The Case Worker focusses on re-entry and accommodation for offenders pre and post release, as part of the ReSet program.

**We're by  
your side.**

A decorative graphic in the bottom right corner consisting of thick, overlapping blue and dark blue lines that form a stylized, abstract shape resembling a knot or a ribbon.

# St Bart's

## Key Responsibilities

- 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.
- Provide culturally appropriate, respectful, sensitive and secure pre and post release support, and build relationships and connection with Aboriginal peoples referred to the service.
- Assist offenders to address criminogenic needs, increase personal functioning, and to make positive changes to lessen the risk of reoffending.
- 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.
- Be responsible for a caseload, participation in direct client activities, and other allocated client related tasks.
- Develop and maintain respectful, supportive, collaborative, and responsive relationships with both internal and external stakeholders.
- 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.
- Attend all meetings, forums, workshops, training, and supervision as required.

## Additional Objectives for all St Bart's employees

- 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.
- 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.
- Understand, comply with, and adhere to the St Barts Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault requirements within set timeframes.
- 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.
- Participate in and provide support in all accreditation, compliance and national standards activities as required.
- Participate in essential and/or mandatory training annually as required and directed.
- Have collaborative working relationships with the team and internal customers, and actively contribute to all team meetings and effectiveness of the team function.
- Perform other duties as directed.

# St Bart's

Selection Criteria	
<b>Education</b>	
Tertiary qualification (minimum Diploma) in Social Sciences or similar discipline	Essential
<b>Experience</b>	
Demonstrated experience relevant to the position	Essential
Experience working with people engaged with the Justice system	Essential
<b>Knowledge, Skills and Abilities</b>	
Understanding and knowledge of working with Aboriginal and Torres Straits Islander families and children in contact with the justice system	Essential
Knowledge and understanding of recovery and trauma informed practice and to work within this framework, including strong reflective practice skills	Essential
Well developed interpersonal skills with the ability to work with a diverse range of people	Essential
Excellent organisational and time management skills, including the ability to prioritise and manage multiple and competing work tasks	Essential
Computer skills including Microsoft Office Word and client database applications	Essential
<b>Other</b>	
A current satisfactory National Police Clearance obtained within the last three months	Essential
Current First Aid Certificate	Essential
A current WA "C" Class Drivers Licence	Essential
Working with Children Check	Essential

## Declaration

I accept the responsibilities as outlined in this position description, and understand that these may be updated from time to time in accordance with operational and organisational requirements. I commit to role modelling St Bart's values and commit to the Code of Conduct while undertaking my duties.

**Employee**

**Name**

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**Signature**

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**Date**

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**St Bart's**