

POSITION DESCRIPTION

Position Title	Senior Case Worker	Position Number	
Service Area	ReSet – North Hub (East Perth)		
Remuneration	Level 5	Position FTE	1.0FTE (38 hours per week)
Reporting to	Hub Team Coordinator – ReSet		
Supervision of	Active support / mentoring of other team members and new staff.		
			Updated August 2023

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.

Empowerment We create a community where everyone believes they have the ability to make a difference.

Innovation We foster an environment where creativity thrives.

Commitment We have the courage and determination to make it happen.

Collaboration We work together to achieve shared goals.

Social Justice We believe everyone has a right to equitable treatment, dignity and compassion.

Position Overview

Reporting to the Hub Team Coordinator, this position will work within the ReSet Service, an Adult Justice reintegration service that incorporates a prison-based Family Support Service, a Re-Entry and Accommodation Service, and an Employment and Training Service. This service is delivered through a Consortium of four Agencies, comprising Centrecare, Wirrpanda Foundation, St. Bartholomew's House, and led by the Wungening Aboriginal Corporation.

**We're by
your side.**



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Employed by St Bart's and working collaboratively within the Consortium, you will be responsible for the provision of holistic and streamlined throughcare support for offenders to become contributing participants in their families, cultures and communities. The ReSet model provides true continuity of care from prison into the community and is offender centric, built around a range of evidence-based approaches that deliver outcomes in offender rehabilitation and reintegration.

Key Responsibilities

- Provide individualised through care support to meet consumer needs, in order to achieve successful re-entry 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 consumers to address criminogenic needs, increase personal functioning, and to make positive changes to reduce 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 consumer activities, and other allocated consumer 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.
- Provide induction support to new staff within the service as directed by the Team Coordinator.
- Actively support other team members to prioritise, plan and organise their workload including completion of their required documentation.
- Actively support other case workers to provide appropriate through care support to meet individual consumer need and achieve successful transition from prison.
- Provide support to other staff to enhance culturally appropriate, respectful, sensitive and secure pre and post release support and build relationships and connection with aboriginal peoples referred to the service.
- Any other reasonable duties as requested by the ReSet Management.
- Work flexibly across multiple locations in accordance with service requirements.

Additional Objectives for all St Bart's employees

- Ensure personal health and safety at work and that of others complying with all Occupational

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Health and Safety requirements and as directed by St Bart's and the ReSet program.

- Participate in the St Bart's Immunisation Program in line with specific position requirements, including any applicable pre-employment and/or ongoing immunisation as determined by St Bart's.
- Understand, comply with, and adhere to the St Bart's Code of Conduct, all other policies, procedures and work practices, and complete all necessary OneVault (online learning management system) requirements within set timeframes.
- Participate in, and contribute to, all 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.

Selection Criteria	
Education	
Tertiary qualification (minimum Diploma) in Social Sciences or similar discipline	Essential
Experience	
Demonstrated experience relevant to the position	Essential
Experience working with people engaged with the Justice system	Essential
Knowledge, Skills and Abilities	
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
Other	

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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
Department of Justice Clearance	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

Signature

Date
