

# POSITION DESCRIPTION



## Case Manager – ReConnect, Corrections Victorian Reintegration Program (CVRP)

### Justice Programs - Adult Justice

#### About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Jesuit Social Services acknowledges the traditional owners of the land on which we work .and pay our respects to Elders past present and emerging.

#### Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

#### Position details

POSITION TITLE:	Case Manager – ReConnect, Corrections Victoria Reintegration Program (CVRP)
PROGRAM:	Justice Programs - Adult Justice
LOCATION:	Brunswick
REPORTING RELATIONSHIPS:	This position reports directly to Senior Practitioner ReConnect This position doesn't have any direct reports
EFFECTIVE DATE:	March 2021

#### Position Summary

- Provide individually tailored pre and post-release support to high risk/complex needs and high profile men and women aged 18 years and above exiting prison
- Provide outreach based case management, support to assist participants to address their transitional needs and reintegrate successfully back into community. The role is designed to work closely with participants to develop short and long-term transition plans designed to address identified needs and key areas of support including: housing, health, drug and alcohol, mental health, employment, education and training, family and community connectedness, and independent living skills.
- Engage positively and pro-actively with key stakeholders including Corrections Victoria, prison and Community Corrections, facility staff, external agencies and support services.

- Support participants to meet their statutory requirements, have a level of stability in the community and prevent further contact with the justice system
- Provide day-of-release support on public holidays and weekends as required

## Program overview

Our Justice programs provide support for people involved in the justice system or who are exiting adult prisons and/or Youth Justice Precincts, assessed as high risk/need, with limited social and family networks, limited accommodation and post-release support options and often with multiple and complex health concerns.

Our approach to working with those involved in the criminal justice system uses empowerment as a key practice principle, with a focus on skills and strengths rather than deficits, and self-determination and responsibility rather than dependency.

We aim to deliver quality programs in a manner that reflects the social justice principles of participation, equity, access and respect. Services include: intensive outreach support, case management, supported accommodation, drug and alcohol counselling, recreation programs, employment/training programs.

## Program Summary

The aim of ReConnect, which is part of the Corrections Victoria Reintegration Pathway (CVRP) is to provide an effective reintegration program for eligible prisoners exiting custody that will address their individual and complex transitional needs through a responsive, tailored and flexible support approach to facilitate community reintegration and reduce re-offending.

Jesuit Social Services, through its Adult Justice Program, is one of three non-government Organisations, which deliver the program across Victoria. We deliver the program in the Northern and Western regions of Melbourne. The program provides targeted post-release support including day-of-release support for up to 12 months to eligible *high risk/complex needs and high profile offending* men and women exiting Victoria's male prisons and female prisons. Support will be provided using an individually tailored, case management approach that addresses key domains; including; housing and material supports, assistance with family reunification, referral to specialist services and assistance with community connectedness.

The key objectives of the program are to:

- Ensure participants have an individual transition and support plan that incorporates a tailored response to key areas including; support to access medium and longer term housing, independent living skills, access to health, cultural and aged services, family, community and cultural connectedness, support with alcohol and drug and mental health issues and access to vocational and learning pathways
- Provide assertive outreach and practical assistance to participants to successfully reintegrate into the community
- Address the underlying issues of offending behavior to reduce reoffending, support reintegration and independent living in the community and assist with referrals and access to specialist services and long term community based supports as required.

## Key responsibilities and accountabilities

- Undertake pre- and post-release assessment (including visiting prison locations), develop individual transition plans, provide outreach based case management support and review and plan for exit within prescribed timelines.
- Initiate activities that will engage participants and assist in the development of independent living skills and facilitate social, vocational and community engagement.
- Provide day-of-release support including weekends and public holidays as required.
- Engage positively and pro-actively with key stakeholders including Corrections Victoria, prison and Community Corrections, facility staff, external agencies and support services.
- Carry out comprehensive transition risk and needs assessments and respond appropriately.

- To engage and build positive and constructive relationships with program participants.
- To deliver services consistent with program guidelines, relevant legislation and funding agreements.
- To maintain appropriate files, records and statistics to facilitate good practice and accountability.
- The ability to manage competing priorities in a high-volume work environment.
- Monthly data is accurately maintained and provided to management as required.
- Other duties as required.

#### Leadership, team work, relationships and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice.
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities
- Capacity to engage with and develop respectful relationships with external agencies and services

#### Communication, Continuous Improvement and Professional Standards

- Ensure all written and verbal communication is professional and appropriate for the purposes of carrying out the responsibilities of your role and in accordance with the professional standards and values of the organization.
- Commitment to continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services
- Fulfil the reporting and administrative requirements associated with the position

#### Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Provide culturally appropriate support.
- Understanding and sympathy with the mission and ethos of Jesuit Social Services

#### Position Requirements

- Current National Police Check (a history of offending will not automatically disqualify applicants; however they will require further discussion and consideration)
- International Police Check (where required)
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Eligibility to work in Australia
- Corrections Victoria clearance and ability to enter Victorian prisons

#### Key Selection Criteria

1. Tertiary qualification/s and/or relevant experience in field

2. A broad understanding of the issues facing people involved with the justice system and empathy and insight into the often complex needs of men transitioning from prison to community.
3. Experience providing outreach support and case management - including risk assessment and safety planning for participants with complex needs to address homelessness, physical and mental health, substance misuse, cognitive impairment and histories of trauma.
4. Capacity to provide culturally appropriate services to men, particularly those from Aboriginal and culturally and linguistically diverse backgrounds.

### **Key Performance Indicators**

- Develop respectful relationships with colleagues, participants and key stakeholders – both internal and external
- Develop, implement, monitor and review participant transition plans within agreed timelines
- Provide outreach based case management support
- Complete all reporting requirements associated with the role including case notes, safety plans, risk plans and monthly data – all reporting is accurate and reflective of the work undertaken with participants

### **Safeguarding Children and Young People**

Jesuit Social Services takes child protection seriously, and you are required to meet the behaviour standards outlined in our Code of Conduct.

### **Conditions of Employment**

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

### **Employee Acknowledgement**

I, \_\_\_\_\_ (name – please print) acknowledge that I have read and understood the contents of this positions description.

### **Employee Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Position Description Approved by:**  
**General Manager Human Resources**

**Position Description Review Date:**  
**May 2023**