



JOB AND PERSON SPECIFICATION

Title of Position : Social Worker
Classification : AHP2
Location : Mobilong Prison

CORRECTIONAL SERVICES
Position No: M29763
Division : Custodial Operations

Reports To : Manager Offender Services

JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Senior Institutional Social Worker, Mobilong Prison is accountable to the Manager Offender Development for contributing to the provision of a comprehensive offence focussed social work service for remanded and sentences prisoners. This service provision results in the safe, secure, humane management of offenders throughout their custodial sentence.

The Senior Institutional Social Worker, Mobilong Prison, also provides consultation and training for institutional custodial staff in their provision of quality service under case management and through-care principles.

KEY STAKEHOLDER INTERACTION

The position reports to the Manager, Offender Development and is a member of the Institutions Intervention Team. Also required to liaise with Prisoner Assessment Unit, Parole Board, Psychologists, Case Manager, Medical staff and Functional Managers to fulfil departmental objectives.

BRANCH PROFILE

Mobilong Prison is located near Murray Bridge, 75km east of Adelaide, and provides accommodation for medium and low security male prisoners. It has the capacity to accommodate 472 prisoners.

Mobilong Prison is an open campus medium security prison, which maximises opportunities for prisoners to engage in employment, education, recreation and programs to address their offending behaviour and contributes to an overall reduction in recidivism.

Mobilong Prison actively promotes prisoner participation in case management providing opportunities for personal responsibility, progression through incentive based living environments, employment and activities.

Prisoners are expected to maintain mutually respectful relationships with staff and stakeholders while engaging in meaningful activities, developing their life skills and supporting their reintegration into the community.

The Southern Business Centre is located at Mobilong Prison. The Business Centre services Mobilong Prison, Cadell Training Centre, Berri, Murray Bridge, Mount Gambier, Adelaide, Port Adelaide, Edwardstown and Noarlunga Community Correctional Centres, Intensive Compliance Unit and Statewide Services which includes the Parole Board, Courts Unit, Multi-Agency Programs and Victim Services Unit. The services include Human Resources, Finance, WHS, and Procurement functions.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check.
- A current South Australian Driver's Licence is essential.
- A flexible approach to working hours is required.
- Some interstate and intrastate travel will be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act, Work Health & Safety Act, Return to Work Act, Equal Opportunity Act, Independent Commissioner Against Corruption Act, the State Records Act, and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.
- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

Ensure the provision of an effective and professional social work service to the prisoners in Mobilong Prison by:

- Utilising a range of therapeutic interventions and evaluating their effectiveness.
- Maintaining timely, accurate and quality case management documentation.
- Collaborating with the management team to facilitate the processes of effective case management and Through-care within the institution.
- Maintaining a substantial caseload of clients, including the assessment and targeting of those with highly specialised individual needs.
- Identifying and prioritising the programmatic needs of prisoners and timetabling a comprehensive schedule of core programs.

As a member of the Offender Development team, enhance the institution's capacity to provide a high standard of professional service delivery by:

- Liaising with other Offender Development team members regarding professional practice issues, Departmental and local policies and procedures, legislation and staff development needs.
- Providing a consultative service to staff from a social work and case management perspective on the management of offender behaviour and contribute to managerial decision and policy making, and identify, manage or refer special needs prisoners as appropriate.
- Contributing to the professional development of other staff, including custodial staff and students.
- Providing ongoing assessment of offenders and report to and liaise with staff and the Sentence Management Unit to reflect the changing needs and priorities of prisoners.

In accordance with the Departmental Strategic Plan, assist in the development and implementation of Departmental and local policies and procedures by:

- Contributing to Departmental committees to ensure the ongoing development of core programs.
- Ensuring consistent core program delivery through the maintenance of core program standards.
- Developing effective procedures to assist with the needs of prisoners in partnership with other agencies.
- Participating in the development of local operating procedures and institutional policy through the identification of prisoner needs, resource issues, work health safety issues and security matters.

Ensure client needs are met by:

- Providing a range of appropriate therapeutic interventions within a secure environment encompassing both group work and individual counselling.
- Advocating for systems changes for and on behalf of individual clients.
- Timely response to prisoner requests.
- Providing high quality, comprehensive written or oral reports and/or presentations to the Parole Board, Sentence Management Unit and other agency personnel as required.
- Facilitate where possible and appropriate, the re-establishment and/or maintenance of family relationships.
- Identifying and assessing complex family issues and implementing appropriate social work interventions and/or referrals.

Promote and develop a professional social work service by:

- Assisting the professional development of social work students through facilitating experiential learning within a maximum-security correctional setting.
- Enhancing community awareness of the philosophy and role of the Department and in particular the role of the Institutional Social Worker by maintaining and disseminating information, which is comprehensive, current and accurate.

To assist in the development and delivery of DCS staff training needs to enhance service delivery by:

- Delivering training sessions to new custodial officers during their induction.
- Providing consultation and training in issues pertaining to case management.
- Providing training in brief intervention core programs and other relevant issues.
- Developing resources to assist officers in the effective delivery of case management.

Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.**Responsible for early notification and reporting of workplace hazards, incidents and injuries.****QUALIFICATIONS**

Essential: Appropriate degree or equivalent qualification in social work which gives eligibility for full membership of the Australian Association of Social Workers.

Desirable: Not applicable

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated ability to analyse complex problems and formulate suitable outcomes.
- Demonstrated ability to design, implement and evaluate both individual and group therapeutic programs.
- Proven knowledge of assessment, case-management, Through-care principle, and evaluation tools and methodologies.
- Ability and experience to work sensitively, negotiate and resolve conflict, and counsel people from a diverse range of cultural and socio economic backgrounds.
- Demonstrated ability to work independently with minimal supervision and to manage this effectively and prioritise workload.

Desirable Criteria

- Demonstrated ability in the provision and application of crisis intervention.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.