

## POSITION DESCRIPTION

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<b>Position Title:</b>	Specialist Aged Care Transitional Service (SACTS) - Transitional Case Worker
<b>Program:</b>	Older Person's Prison Program (OPPP)
<b>Reports to:</b>	SACTS Program Coordinator
<b>Supervising:</b>	N/A
<b>Liaises with:</b>	Corrections Victoria Staff Wintringham Clinical Nursing Staff Wintringham Advice and Information team Residential Aged Care Providers Community Supports, Reconnect, NDIS, Parole Officers
<b>Location:</b>	Broadmeadows and prisons located in Metropolitan and Regional Victoria. Outreach to clients in Community
<b>Classification:</b>	Wintringham EBA
<b>Hours:</b>	Full time – Fixed Term

### About Wintringham

Wintringham provides affordable and high quality housing, support, aged care services and accommodation to people over 50 years old, who have previously experienced homelessness or are at risk of becoming homeless.

Wintringham promote a care model of empowerment, where Wintringham staff work in partnership with clients and residents to achieve mutually agreed outcomes.

Wintringham is an advocate for elderly people, respecting their individuality, whilst working to achieve equality and social justice.

### Position Summary

The Older Person's Prison Program team work directly with clients, corrections staff and other support agencies to gain a greater understanding of the care needs of aged prisoners in preparation for release. The position will assess ageing needs, undertake case planning and extensive care coordination to enable a smooth transition into aged care services post release.

This position has been funded by the Department of Justice and Community Safety (DJCS).



The position will also ensure that service delivery practices are consistent with Wintringham's philosophy, values and mission.

### **Responsibilities/Duties**

The objectives of the position are to:

- Support people in prison with significant ageing needs to receive appropriate supports and care upon release
- Support the transition into aged care, housing, health and welfare services
- Undertake psychosocial assessments to inform discharge planning
- Liaise with relevant stakeholders such as parole, prison staff, community health and aged care services
- Undertake outreach in nominated Victorian Prisons and in the community
- Operate in accordance with all relevant Corrections and Custodial policies and procedures
- Collection, analysis and reporting of data in relation to the ageing prison population in the quarterly department report
- Pursue ongoing professional development in order to enhance knowledge of contemporary practices and broaden understanding of own responsibilities or knowledge gaps
- Participate in an annual performance development planning review
- Represent and enhance Wintringham's OPPP profile at stakeholder and network meetings in line with Wintringham's values and Code of Conduct
- Ensure confidentiality is maintained at all times
- Ensure a professional working relationship is developed and maintained with Corrections, health services and other stakeholders
- Promote a non-institutional philosophy within the service by recognising and promoting the rights of service users
- Work as a team player and maintain flexibility
- Participate in supervision
- Other duties as directed.

### **Health & Safety Responsibilities**

As a Wintringham employee, you have the following responsibilities under the OHS Act 2004:

- Take reasonable care to ensure your own safety
- Do not place others at risk by any act or omission
- Follow safe work practices and procedures
- Use and care for equipment as instructed
- Do not wilfully and recklessly interfere with safety equipment
- Report hazards and injuries
- Cooperate with the employer to meet OHS obligation under OHS Act 2004.



## **Key Selection Criteria**

### **Skills/Experience:**

#### **Essential**

- Experience in community case management and case coordination
- A commitment to the organisation and its philosophy of social justice
- An understanding of trauma-informed practice and harm minimisation
- A working knowledge of the aged care service system and the NDIS
- A commitment to continuous quality improvement
- Well-developed communications skills and the ability to engage people from varying backgrounds
- Ability to work independently.

#### **Desirable**

- Experience in working with the criminal justice system, aged care and/or the homelessness sector.

### **Qualifications:**

#### **Mandatory**

- Tertiary qualification in Social Work, Community Services or equivalent
- First Aid Certificate Level 2
- Current Victorian Driver's Licence.

Appointment is subject to **both:**

- Satisfactory NDIS worker screening and police records check prior to commencing unless the applicant is already a staff member who is currently employed with Wintringham AND
- Any Corrections Victoria checks required for person to work within the prison system.

**Wintringham is an equal opportunity employer.**

***I have read this position description and understand the requirements and responsibilities of this position as part my employment with Wintringham.***

EMPLOYEE'S NAME \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

