



Job Description Form

014444 Triage Coordinator

Wandoo Rehabilitation Prison

POSITION DETAILS

Classification Level:	6
Award/Agreement:	PSA 1992 / PSGOGA 2016
Position Status:	Permanent
Organisation Unit:	Corrective Services Division, Adult Justice Services Directorate
Physical Location:	Wandoo Rehabilitation Prison, Murdoch WA 6150

REPORTING RELATIONSHIPS

Responsible to:	<position number> Manager Offender Services & Rehabilitation - Level x
This position:	014444 Triage Coordinator - Level 6
Direct reports	<position number> Assessment and Case Management Officer

OVERVIEW OF THE POSITION

Wandoo Rehabilitation Prison for Women accommodates 77 sentenced prisoners. The primary objective of the prison is to provide holistic, therapeutic and trauma-informed interventions to rehabilitate substance addicted female offenders. The facility will provide a secure and structured community environment promoting positive change, recovery from addictions, the development of healthy relationships and pro-social behaviour. For lasting community abstinence and pro-social living, the prison is underpinned by the principles of through-care, assisting female offenders during their transition into the community through re-entry support, community-run program involvement, and ongoing monitoring and counselling.

The Triage Coordinator, while based at Wandoo, is a state wide mobile coordinator of the triage requirements and the assessment of prisoners eligible for placement at the Alcohol and Other Drug (AOD) Rehabilitation Prison.

Responsibilities include coordinating the work output and standards of a team of multidisciplinary practitioners within the triage team and undertaking suitability assessments on prisoners deemed eligible for entry to the rehabilitation prison and contribute to the integration of case management on site. Working closely with internal and external stakeholders, the Triage Coordinator plays a key role in ensuring that the triage team appropriately identifies and fast-tracks those prisoners eligible based on their assessments to minimise exposure in the mainstream prison environment.

JOB DESCRIPTION

As part of the Wandoo team, the successful applicant will be expected to:

- Liaise with other agencies and divisions with regard to the process of the assessment of those eligible for the AOD facility
- Identify continuous improvement strategies for the assessments process
- Maintain focus on the Department's goals concerning safety, security and rehabilitation
- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate
- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

- Promote and liaise with metropolitan and regional courts and prisons regarding prisoners who may be suitable for the rehabilitation facility by providing information about the suitability and eligibility for the triage process along with benefits of the facility.
- Act as the central coordination point for all triage related matters and ensure all stakeholders are informed of prisoner movements.
- Co-ordinate the suitability assessments for prisoners being considered for the rehabilitation facility along with internal and external stakeholders.
- Manage and maintain statistical information on the prisoners within the AOD facility and those processed through the triage and provide reports when required.
- Manage and maintain statistical information on the movement of all women prisoners across the prison estate who are eligible for Wandoo Rehabilitation Prison and report when required.
- Lead, engage, motivate and direct staff to ensure the effective implementation of assessments, case management, tools and protocols are utilised throughout the process.
- Ensure work output and standards of the multidisciplinary triage team are adhered to.
- Participate and contribute to the integrated case management of prisoners at Wandoo Rehabilitation Prison.
- Ensure implementation of and compliance with relevant legislation, organisational procedures and professional standards.
- Maintain confidentiality of all prisoner data.

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

JOB RELATED REQUIREMENTS

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and manages strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, scan the environment to monitor priorities and keep self and other stakeholders informed on critical factors and issues, think laterally, be innovative, identify and work collaboratively to overcome challenges and implement reform program initiatives are important for this role.

Achieve results

The ability to; evaluate project/program performance, identify areas of improvement and initiate changes to ensure positive outcomes, deal positively with uncertainty and cope in a changing environment, able to determine appropriate actions despite a lack of clarity, a focus on quality, adherence to current procedures and managing projects to completion within a set timeframe are fundamental to this role.

Builds productive relationships

The capacity to network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, to actively listen to staff, colleagues and stakeholders involved in the reform program and encourage engagement and contribution to the process is a requirement for this role.

Exemplifies personal integrity and self-awareness

A demonstrated; high level of personal commitment to integrity, professionalism, probity and personal development; adherence to the Code of Conduct; ability to constructively challenge issues, discuss alternatives to progress issues, meet objectives, follow up to finalise work, maintain a positive outlook. Engage with risk by providing impartial and clear advice, constructively challenging issues and proposing solutions. Actively identifies potential risk issues and reports to management.

Communicates and influences effectively

A demonstrated ability to present messages confidently and persuasively and to successfully listen, understand and adapt to a range of audiences is a requirement for this role.

Role specific criteria

- Demonstrates knowledge and understands assessments and case management with specific application to AOD.
- Knowledge and understanding of relevant legislation and best practice relating to the management of offenders in custody.

Special requirements/equipment

Nil

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: _____ Date: _____

HR certification date: _____