

POSITION DESCRIPTION
Women's Transition Worker

PRIMARY FUNCTIONS:

The Women's Transition Worker will provide transitional casework services and accommodation assistance to women exiting NSW Correctional Centres returning to live in the Greater Sydney Metro area. The position will also work with women currently living in the community who are homeless, or at risk of being homeless if they have a history of criminal justice system involvement. Funded under the Going Home Staying Home reforms, the Women's Transition Worker will provide a continuum of support aimed at addressing the complex and diverse needs of women transitioning from prison into the community. Casework services are conducted on an outreach basis with the overall aim of establishing secure, long term, independent accommodation for ex-inmates and women involved in the criminal justice system.

RELATIONSHIPS:

- Accountable to the Board of Management through the Chief Executive Officer
- Reports to the Manager of Transition Programs
- Liaises with CRC Transition Workers, CRC team members, partner agencies and all relevant program stakeholders

PRINCIPAL ROLES:

- To support people with histories of criminal justice system involvement in the community who are homeless or at risk of homelessness.
- To receive referrals and assess inmates pre-release from Correctional Centres for Women and other selected centres where appropriate for the CRC Transition Program.
- To provide case-management to clients with the aim of maintaining medium and long term independent accommodation.
- To work with clients with a range of offending histories, including violent offences, sex offences and offences against children.
- To network and liaise with relevant Government and non-government agencies regarding the needs of ex-prisoners.

PRINCIPLE DUTIES:

- To assess referrals for inmates pre-release for the CRC Transition Program.
- To conduct risk and need assessments of inmates pre-release and people involved in the criminal justice system in the community to establish long term needs.
- To liaise with housing providers to source suitable accommodation for clients.
- To provide support and case-management to clients in CRC outreach housing.
- To assist with incidental property maintenance in CRC outreach housing.
- To provide support and case-management to clients in their own tenancies.
- To provide telephone support and assistance to clients as required.
- To assist with the organisation and movement of client property.

- To work closely with partner organisations regarding client outcomes.
- To provide family support including mediation, provision of information and referral.
- To liaise and network with relevant community, government and non-government organisations to ensure appropriate referral sources for clients.
- To provide information to key government and non-government organisations re the issues facing offenders post release in order to increase access to services for the client group.
- To work with clients in other CRC Services as required from time to time.
- To provide content contributions for CRC publications and communications, such as the Annual Report, website and brochures, as required.
- To ensure CRC policies and procedures are adhered to at all times.
- To take reasonable care for their own health and safety and the health and safety of others, and ensure they comply with any reasonable instruction by CRC management.
- To attend regular clinical supervision.
- To attend all relevant staff and agency meetings.
- To attend relevant training and professional development.
- To maintain appropriate records and statistics.
- To perform any other duties consistent with the function and role of the position.