



ReLink Reintegration Coordinator

Vacro promotes equitable and inclusive recruitment practices to support the attraction and retention of a diverse workforce.

Position overview

Position title	Reintegration Coordinator
Program	Relink
Position objective	<p>The Relink Program is part of the Corrections Victoria Reintegration Pathway (CVRP) and is delivered to people prior to their release from prison. It aims to assist them to prepare for transition into the community.</p> <p>This position undertakes client assessment as well as the delivery of group and individual sessions with complex clients.</p>
Job classification	<i>Social, Community, Home Care and Disability Services Industry Award 2070, Level 5 Pay point depending on qualifications and experience.</i>
Location	Level 1, 116 Hardware Street, Melbourne VIC 3000, Hopkins Correctional Centre & Langi Kal Kal Prison
Reports to	Relink Senior Coordinator
Direct reports	N/A
Key internal contacts	Relink Program Manager, Executive Director of Programs, Relink Senior Coordinators.
Key external contact	Corrections Victoria Assessment and Transition Coordinators (ATCs). All other prison-based service providers including clinicians, custodial case managers and CVRP services.

About Vacro

Vacro is an independent non-profit organisation working with people caught in the criminal justice system and their families. Founded in 1872, we are Victoria's oldest and only specialised criminal justice reintegration service. We provide reintegration, family, and employment support that enables people to create new beginnings for themselves and their families.

Vacro is committed to ensuring that diversity and inclusion are at the core of our organisation and the way we work. We believe that our team members are our greatest asset. By supporting diversity, inclusion and respect, we create a workplace where everyone feels valued and empowered to bring their full selves to work.

We value the expertise of people from a wide range of backgrounds. Because of the work we do, we especially value the expertise of First Nations people, people with lived

experience of the criminal justice system and people of diverse sexualities and gender identities.

Vacro is an equal opportunity employer, dedicated to staff wellbeing. We have extensive onboarding training and ongoing professional development for staff.

Vision New beginnings, stronger communities.

Mission To support new beginnings for clients of the correctional system and their families and build safer and stronger communities.

- Values**
- **Dignity & Humanity**- We stand alongside our participants and each other, always recognising and respecting their value, dignity and humanity.
 - **Empowerment** - We empower people to continually grow, lead, and expand their possibilities.
 - **Aspiration** - We support people to seize opportunities, for futures imagined, reclaimed, or redefined.
 - **Meaningful change** - We challenge injustice and advocate for both systemic and personal change, approaching this work with courage and respect.

Key responsibilities

Key result area	Task	Performance indicator
Service Delivery	<ul style="list-style-type: none"> • Undertake client needs assessments involving complex clients including Serious Violent or Sex Offenders (SVoSO), and Aboriginal and Torres Strait Islander individuals. ▪ Facilitate the Relink modules on a group and individual basis involving clients with complex needs. • Make recommendations and referrals for post-release support. • Coordinate case conferences with relevant stakeholders. 	<ul style="list-style-type: none"> • Service delivery is undertaken in accordance with VACRO and Corrections Victoria (CV) requirements. • Outcomes of the Relink Program are achieved in accordance with VACRO and CV requirements.
Planning, Administration and Reporting	<ul style="list-style-type: none"> • Book rooms and schedule sessions and group modules. 	<ul style="list-style-type: none"> • Clients are scheduled for sessions and group modules in accordance with

	<ul style="list-style-type: none"> • Book clients into groups based on program prioritisation principles. ▪ Respond to events and communications such as referrals, non-attendances and emails in a timely manner. • Record client data in a timely manner. ▪ Report and record any incidents and issues. 	<p>VACRO and CV requirements.</p> <ul style="list-style-type: none"> • Responses and recording of data is in accordance with VACRO and CV requirements. • All incidents and issues are reported in accordance with VACRO and CV requirements.
Stakeholder Relationships	<ul style="list-style-type: none"> ▪ Liaise with staff from CV and prisons as well as other stakeholders. • Promote the Relink program including attendance at meetings. ▪ Conduct Relink presentations at stakeholder forums and training events. ▪ 	<ul style="list-style-type: none"> ▪ Positive working relationships with stakeholders are built and maintained. ▪ The Relink program is promoted effectively.
Continuous Improvement	<p>Undertake evaluations of program activity.</p> <ul style="list-style-type: none"> ▪ Contribute to continuous improvement activities. 	<ul style="list-style-type: none"> • Program activity is evaluated in accordance with VACRO and CV requirements. ▪ Allocated continuous improvement activities are actioned.

Key capabilities

Knowledge

- Tertiary qualification in Social Work, Psychology, Welfare, Human Services or other relevant field.
- Sound knowledge of the issues associated with individuals who are socially disadvantaged.
- Understanding of the issues associated with institutionalisation within the criminal justice system and the needs of people exiting custody.

Experience

- Experience working with complex clients particularly those who have been in contact with the criminal justice system.

- Exposure to, or experience working in the not-for-profit community sector is desirable.
 - Supporting complex clients, e.g. ABI, homelessness, mental health issues, AOD, addictive behaviours.
- Skills**
- Highly developed interpersonal skills and ability to build good working relationships with colleagues, clients and stakeholders.
 - Well-developed written and verbal communication skills.
 - Ability to assess complex client needs.
 - Group facilitation.
 - Sound level of MS Office, database and internet skills.
- Behaviours and personal attributes**
- Willingness to work in correctional facilities.
 - Organised and able to manage time effectively to meet deadlines.
 - Focus on achieving positive client outcomes.
 - A willingness to work within the Victorian justice system with socially disadvantaged clients.
- Mandatory requirements**
- Verification of personal identity, employment history and right to work in Australia.
 - Qualifications (if a requirement of the position).
 - Satisfactory National Police Check/Fit2 Work Check (if a requirement of the position).
 - Victorian Driver Licence (if a requirement of the position).

Expectations of all Vacro staff

- Uphold Vacro's Vision, Mission, Values and Code of Conduct.
- Demonstrate commitment to people impacted by the criminal justice system and their families.
- Comply with legislative requirements relating to this position, including taking all reasonable care of your own safety and that of others in the workplace; contributing to the improvement of health and safety within the workplace; and complying with Vacro procedures and practices which support occupational health and safety.
- Provide safe and quality services as a priority, for which you are responsible, accountable and supported by Board and management.
- Operate within Vacro's formal delegations framework and in accordance with its policies and procedures.

- Participate in continuous quality improvement activities, including identifying opportunities and making improvements to systems, processes and programs.
- Participate in Vacro meetings, regular supervision and professional development.
- Represent and enhance Vacro's profile at stakeholder and network meetings, as designated by your Manager.
- Demonstrate commitment to social justice outcomes and help protect the rights of people impacted by the criminal justice system, and their families.
- If it becomes an inherent requirement of the position in future, you will be required to show evidence that you are up to date with pandemic vaccination, and maintain up-to-date vaccination status, as defined by the Australian Technical Advisory Group on Immunisation (ATAGI). Up-to-date vaccination status is defined by the number and timing of appropriate vaccine doses recommended for and received by an individual, according to their age and other factors.

Incumbent declaration

I have read this position description and agree to undertake the duties and responsibilities listed above. I acknowledge that

- This position description is an indication of the duties and responsibilities that I am required to undertake. Additional or other duties and responsibilities may be allocated to me, in discussion with my Manager.
- Where training and support are required to fulfil these duties, or additional or other duties at a similar level of responsibility, these will be provided within the guidelines of the organisation.
- The position description will be reviewed regularly in consultation with me.
- The performance indicators, where included in this document, are indicative. Performance indicators will be set by my immediate manager in discussion with me, for each year (or another period) and my performance reviewed against those performance indicators.

Name of incumbent _____

Signature _____

Date _____