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| JOB DESCRIPTIONReintegration Co-ordinator |  | **ARA POUTAMA - HŌKAI RANGI*****Kōtahi anō te kaupapa, ko te oranga o te iwi | there is only one purpose to our work: the wellness and wellbeing of people.***

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| Ara Poutama Aotearoa – The Department of Corrections is one of New Zealand’s largest government departments. At its heart, the department is focussed on the pursuit of oranga - the wellbeing of people. This focus will underpin our focus on achieving transformative and inter-generational change for those in our care and their whānau.The name, Ara Poutama Aotearoa, refers to a pathway of excellence for those in the Department’s care and management – this name demonstrates the Department’s efforts to empower those in our care and management to change their lives, and the lives of their whānau. It also conveys our responsibility to support and guide those in our care to reach Te Tihi o Manōno, the point from which unlimited potential can be realised. |

 |  |  ABOUT USAll Corrections employees are part of one team working to keep our communities safe and change lives. To do this we put safety first, do the right thing, build strong partnerships and reduce re-offending.Our values embrace the Māori kaupapa concepts of Rangatira (Leadership), Manaaki (Respect), Wairua (Spirituality), Kaitiaki (Guardianship), Whānau (Relationships).

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| **Rangatira (Leadership)**  | We demonstrate leadership and are accountable |
| **Manaaki (Respect)** | We care for and respect everyone |
| **Wairua (Spirituality)** | We are unified and focused in our efforts |
| **Kaitiaki (Guardianship)** | We are responsive and responsible |
| **Whānau (Relationships)** | We develop supportive relationships |

 ABOUT THE GROUP OR TEAMCorrections Services is the operational arm of the Department, made up of all frontline service delivery positions operating across four regions, as well as specialist support groups based at National Office. This includes prisons, probation, rehabilitation and employment, offender health, support to Maori in our care programmes and psychological services, service delivery frontline operational support activities, operational performance and quality, risk and incidence response, operational planning and performance. Corrections Services is responsible for the safe, secure and humane containment of prisoners and community offenders. Over 10,000 prisoners are housed at any given time in 17 prisons around New Zealand and each year 43,395 sentences and orders are served in the community |
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|  PUBLIC SERVICE PURPOSE  STATEMENTKa mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi. Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki (<https://www.publicservice.govt.nz/about-us>)In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future.  We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi.  We support democratic government.  We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.  You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>) |

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| ABOUT THE ROLE

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| **Position:**  | Reintegration Coordinator  |
| **Business Group:**  | Corrections Services |
| **Reports to:** | Manager Psychological Services |
| **Direct Reports:** | Nil |
| **Location** | Various |

The Reintegration Co-ordinator works with the STU programme participants, psychologists and group facilitators to co-ordinate the reintegration planning and eventual release of people in our care undertaking Psychology Programmes in the Department’s STUs for high recidivism-risk sexual and violent offending. The role develops a sound Departmental, governmental and non-government network associated with meeting the reintegration risk-associated needs of programme participants. The position may also be involved in delivering training and/or advice and support to other related Departmental staff roles. The role accountabilities include:* Assist in programme new entrant inductions
* Participate in case management meetings (throughout all phases of the programme as required)
* Facilitate/Co-facilitate Starters/Preparation Group as required
* Complete of client reintegration consent forms for contacting supporters/whanau
* Make and maintain contact with whanau/family/non-professional support people, with the provision of information booklets
* Complete reintegration needs checklist, demographic data collection, and the Release Proposal Feasibility Assessment-Revised (RPFA) measure for a preliminary identification of reintegration needs
* Participate in group session/s following treatment progress and planning review to disseminate information about the reintegration planning process and responsibilities
* Undertake individual sessions with group participants to develop an initial/preliminary reintegration plan
* Use the reintegration needs checklist, completed RPFA, and information provided from therapists to inform the development of participants’ reintegration plans
* Schedule monthly case conferences with the treatment team to review reintegration plan development against risks
* Liaise with external agencies, support people and whanau
* Complete referrals for accommodation, AOD assessments and keep Case Managers and Probation informed.
* Assist prisoners with other practical reintegration needs such as acquiring drivers’ licences, bank accounts, photo identifications, facilitating them acquiring information on debts, fines and child support issues
* Coordinate and facilitate whanau hui and support meetings with the treatment team, external agencies and support people.
* Contribute to supporters/whanau/family days in the STU
* Coordinate, in conjunction with the Manager Psychological Services and therapists, setting up of Restorative Justice meetings
* Contribute to wider therapeutic community activities and tasks as required
* Engage in cultural protocols
* Liaise with external agencies for final release planning (accommodation, release to work, employers, WINZ)
* Complete revised RPFA prior to programme completion and release plan and planned pre-release escorted outings and visits.
* Facilitate pre- and post-release whanau/support meetings, transport to approved accommodation.
* Conduct handover meetings with Case Managers for participants, and Probation for Tai Aroha participants, transitioning into other prison units, or with Probation staff as a part of support meetings
* Oversee or assist with the co-ordination of specific STU events as required
* Provide information and assist in updating and maintaining documents that are the responsibility of the Chief Psychologist’s Office
* Develop and maintain a working knowledge of all key operational documents including the Psychologists’ Operational Manual and Code of Ethics and ensure the recommendations from projects and proposed reintegration developments or enhancements include consideration of these key documents.
* Contribute to the development and delivery of processes that provide overall assurance that STU psychological services are being provided to a high and consistent standard.
* Provide reintegration advice to other Department staff and other agencies, as required.
* Maintain up to date knowledge of international advancements in the field of Criminal Justice Psychology, specifically in the area of reintegration best practice.
 |  |  |  ABOUT YOURSELF**Knowledge, Skills and Experience*** Knowledge and experience in the application of social services in a Corrections’ environment.
* Knowledge of Te Tiriti O Waitangi
* Knowledge of the criminal justice sector and relevant legislation and policies and demonstrated ability to analyse complex policy and legislative issues and to formulate and manage related projects.
* Knowledge of the Corrections/Justice operational environments within New Zealand.
* Cultural Competence
* Knowledge of requirements under the Health Practitioners Act and Psychologists’ Code of Ethics.
* Ability to write professional case notes and contributions to psychology reports.
* Proven experience in maintaining relationships with key stakeholders and external providers.
* Ability to plan, schedule and organise work to achieve objectives and deliver results.
* Experience in identifying and managing relevant information sources relating to a business issue.

Qualifications* Appropriate professional qualification (minimum qualification of a degree in Social Work, Psychology or equivalent) and demonstrated professional leadership in a relevant area. The preferred candidate would meet criteria to be registered/hold registration as a social worker

Other Requirements* A current, clean New Zealand driver licence.
* Current New Zealand citizenship or work visa
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|  YOUR JOB COMPETENCIES

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| **Service Focus*** Maintains a helpful and courteous approach when dealing with others.
* Clarifies expectations when providing a service and keeps client informed of progress.
* Anticipates the needs/concerns of those to whom a service is being provided.
* Prioritises and balances the needs of others in overall service provision.
 | **Problem Solving*** Identifies and weighs up risk appropriately before taking action.
* Discusses options with manager where appropriate.
* Makes use of relevant and available information and consults others when developing workable solutions.
* Recognises the importance of IOM and its impact on analysis and development of options.
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| **Communications*** Listens to others and asks questions to clarify own understanding.
* Responds politely and sensitively to queries and alternative points of view.
* Is prepared to take on board others’ ideas and suggestions.
* Produces written communication that is clear, concise, logical and understood by the reader.
* Communicates in a style appropriate to the recipient or audience
 | **Commitment*** Shares the responsibility to maintain a safe and healthy workplace, carries out work-related activities in accordance with safe procedures and reports all hazards, accidents and incidents.
* Is familiar with the Code of Conduct and statutory confidentiality requirements.
* Acts with integrity at all times.
* Supports and models the organisation’s values, taking responsibility for their own actions and decisions.
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| **Responsiveness*** Acts fairly and impartially in all dealings
* with others, respecting their rights and needs.
* Demonstrates an understanding and respect for Maori, Pacific peoples’ and ethnic minorities’ values and beliefs.
* Incorporates cultural responsiveness, and EEO principles into work practices.
* Promotes EEO policy to peers and others.
 | **Teamwork*** Proactively shares information, ideas and experience with managers and peers.
* Encourages and supports team members and others they are working with.
* Promotes a work environment where others can exchange opinions and ideas.
* Co-operates with other staff outside their own service or group.
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| **Self Management*** Proactively obtains feedback about their own performance from peers and managers so that they can improve their performance.
* Accepts constructive criticism without becoming defensive.
* Alerts manager when overloaded, stressed, or having difficulty with specific tasks or areas of responsibility.
* Identifies and commits to learning and development opportunities.
 | **Work Management*** Processes work to the required standards (quality and timeliness).
* Identifies issues and problems and communicates these to manager in a timely fashion.
* Focuses on the task at hand and the work that needs doing without losing track of priorities.
* Is alert to connections and interrelationships between own workload and that of others and consults as appropriate.
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