

SOCIAL WELFARE DEPARTMENTYouth Welfare DivisionDUTY STATEMENT

BRANCH:	SECTION: Winlaton.
POSITION: Superintendent.	OCCUPANT:
CLASS:	DIVISION:
POSITION NO. :	STATEMENT NO. :

NO.	Duties	Time
1.	To administer the Youth Welfare Division Remand Centre located at Winlaton, to see that regulations are observed and that high standards of care are maintained.	
2.	To administer Winlaton Youth Training Centre and to be responsible for the security, the care and the treatment programme of the trainees.	
3.	To be a member of the Classification Committee and to implement its decisions with respect to Winlaton trainees.	
4.	To be a member of the Review Committee and to provide reports on trainees as required for meetings.	
5.	To provide reports as required for the Youth Parole Board and to be fully informed about the general procedures and policy of the Board.	
6.	To exercise overall supervision of the administrative staff and the general administrative work of Winlaton including budget control and the procurement, storage and distribution of stores and clothing.	
7.	To ensure that the Regulations of the Social Welfare Dept., and of the Public Service Board relevant to Winlaton, are properly observed and that all staff are fully acquainted with their obligations and rights thereunder.	
8.	To be responsible for all staff and their full employment in programmes of work and for their discipline and conduct within Winlaton.	
9.	To be responsible for staff training at Winlaton and to carry out a programme of inservice training at all levels of staff. To conduct regular staff meetings as part of the training programme.	
10.	To interview and nominate staff for appointment, transfer or promotion as directed.	
11.	To foster relationships between trainees and their families through encouragement of visits and home leave and through regular meetings with parents and counselling of trainees and parents.	

28. 4. 69.....  
Date

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Director of Youth Welfare

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BRANCH: SECTION: Winlaton.  
 POSITION: Superintendent (Contd.) OCCUPANT:  
 CLASS: DIVISION:  
 POSITION NO. : STATEMENT NO. :

NO.	Duties	Time
12.	To maintain a liaison with the Abbotsford and Oakleigh Convents with regard to the placement and movement of trainees.	
13.	To develop teamwork and co-ordination of the functions of the professional staff of the Division and of the other Departments represented at Winlaton.	
14.	To lecture at the Institute of Social Welfare and to act as Examiner in subjects as required. To co-operate with the Training Division and its staff at all times.	
15.	To be aware of trends in the treatment of young offenders and to apply new methods in Winlaton programmes.	
16.	To develop and maintain good public relations with the community in general and, in particular, within the district surrounding Winlaton.	
17.	To maintain a good liaison with the Police and the Courts.	
18.	To be on call for the institution at specified times, and to be responsible to the Director for the security of the institution at all times.	
19.	To carry out other duties as directed by the Director of Youth Welfare.	

28. 4. 69

Date

*J. H. Keane*  
 Director of Youth Welfare