

SUPPLY OF FACILITIES/STAFF UTILIZATIONINSTITUTION: Winlaton Youth Training CentreSection: Winbirra (Remand)(1) The Section
Function

The Remand Centre is a maximum-security section, which is a single and self-contained unit. It consists of a central staff office, dining, lounge and recreation rooms, a kitchen, laundry and bedrooms.

Young women are placed on Remand on a charge prior to court appearance, e.g. Breach of Supervision Order, Irreconcilable Differences, Under the Influence of Drugs, Assault etc. The time spent on Remand ranges from 1 day to 6 weeks. At the court appearance, the young woman is either returned to the community, made a Ward and sent to Winlaton, or made a Ward and returned to a community placement. Wards can also be admitted from Allambie and other facilities in the community. This usually occurs in situations where frequent abscondings or severe management problems require confinement (length of stay 24 hours to 7 days).

Philosophy/Objectives:

When young women are placed in Winbirra, they and their family are often in a crisis situation. The objective of remand staff is to help reduce the crisis in the following ways :

- To explain to young women and families about Remand, Court, Wardship and Winlaton,
- To diminish the confusion which exists at this time of crisis,
- To help with feelings such as loneliness, anxiety, anger and resentment,
- To encourage the young women and families to "communicate" with each other in a constructive and beneficial way,
- To identify and help with problems,
- To help the young women to improve their self-image,
- To prepare young women for their return to the community,
- To prepare young women for Wardship when appropriate.

Where do residents come from?

From all over Victoria and Interstate, Family Group Homes, Hostels, Reception Centres, other institutions (Statutory & voluntary).

Where do residents go to?

Home Release, Hostels, Family Group Homes, Private Board, Tally Ho, Unit 64, other institutions and Winlaton.

Maximum Number of Residents in Section:

13 beds and 20 mattresses (accommodation expands to meet demands).

2.

Usual Range of Numbers in Residence:

6-25.

Number of Bedrooms:

Twelve (12).

Range of Number of Beds per Room:

One to Two (1-2). One bed per room plus additional mattress on the floor when needed.

(2)

The Staffing
Staff Complement

One Senior Youth Officer
Nine Youth Officers

Roster (see attached)

(3)

The Programmes

Triad Group Therapy
Assertion Training
School programmes

9.00 a.m. - 10.30 a.m. (each weekday)
3 times per week - 1 to 2 hour sessions.
Each weekday, includes assessment, remedial work, academic, survival skills, preparation according to individual needs.

Sporting programmes
Leisure/Craft
Section Management Meetings
Relaxation Therapy
Aerobics
Simulated Court Procedures
Individual Behaviour Mod Programmes

Varied (weekends and evenings)
Varied (weekends and evenings)
2 hour session, 1 night per week.

Use of Volunteers in Programmes:

Little _____ Some _____ X _____ Extensively _____

Volunteers are used on a regular basis in school programmes e.g. Al-Anon, and in residential section programmes e.g. Winlton Community Support Group visit one night per week. Youth for Christ Group visit one night per week. Rotaracts and other groups provide equipment and services.

(4)

Staff Utilization in the Delivery of Programmes and Services:

A. 7.00 a.m. - 10.30 a.m. (weekdays)

Number of Staff: 3
Number of Residents: 15
Staff/Resident Ratio: 1:5

N.B. One staff allocated to programmes and supervision.
One staff allocated to section duties (domestic)
One staff allocated to administrative duties.

3.

Special Youth Officer Duties at this time

- Get residents up, supervise showering, dressing, breakfast etc.
- Read Diary and section reports
- Supervise room cleaning and other domestic chores
- Attend to minor physical ailments, personal problems of residents
- Prepare girls for court appearance
- Prepare residents for interviews with Social Workers, parents, Children's Court Clinic personnel etc.
- Conduct Triad Group Therapy (five days per week)
- Liaison with Legal Aid representatives

Senior Youth Officer Duties at this time

- Read Diary and section reports
- Generally manage whole section
- Answer numerous phone calls
- Negotiate "sick list" with nurse
- "Float" from end of section as needed
- Conduct Triad group therapy
- Intervene in problem situations
- Attend to administrative duties
- Release residents to police for court appearance
- Liaise with police

B. 10.30 a.m. - 12.00 Noon

Number of staff: 3
 Number of Residents: 3-15
 Ratio: 1:1 - 1:5

N.B. During school recess all residents return to Section from 11.30 a.m. - 12.00 Noon.

Special Youth Officer Duties at this time

- Liaison with visiting parents (a substantial time involvement), Children's Court Clinic and Social Workers etc.
- Staff training procedures
- Bail release of residents
- Admissions (procedure takes approximately 1 hour)
- Staff provide many of the domestic services
- Upkeep of swimming pool and other section equipment
- Supervise all residents during school recess

N.B. Staff are encouraged to take their regulation 30 minute break during this time, when pressure of work permits.

Senior Youth Officer Duties

- Administration, maintenance, stores etc.
- Staff training and assessment
- Answering phone enquiries
- Admittances and Discharges
- Liaising with teachers, social workers, Children's Court Clinic, Legal Aid, parents etc.

4.

C. 12.00 Noon - 2.30 p.m.

Number of staff: 3
 Number of Residents: 3-15
 Ratio: 1:1 - 1:5

N.B. All residents return to section from 1.00 - 2.00 p.m. for midday meal.

Special Youth Officer Duties at this time

Same as for 10.30 a.m. - 12.00 Noon, plus

- Supervise midday meal
- Write shift report

Senior Youth Officer Duties

Same as for 10.30 a.m. - 12.00 Noon

D. 2.30 p.m. - 7.00 p.m.

Number of staff: 3-6
 Number of residents: 3-15
 Ratio: 2:1 - 1:5

N.B. All residents return from school programmes at 3.30 p.m. Morning shift finishes at 3.30 p.m. Afternoon shift begins at 2.30 p.m.

Special Duties

- Staff changeover meetings and in-service training meetings
- Shift reports (morning shift write reports, afternoon shift read them together with the diary)
- Leisure/sporting activities
- Prepare and supervise evening meal and chores
- Prepare residents for release

Senior Youth Officer Duties

- Liaise with teachers over problems and programme changes
- Chair staff meetings
- Supervise shift changeover
- Staffing matters
- Administration

E. 7.00 p.m. - 11.00 p.m.

Number of staff: 3
 Number of residents: 15
 Ratio: 1:5

Special Youth Officer Duties

- Arrange and supervise leisure activities
- Supervise and assist residents with letter writing
- Supervise visits of volunteers
- Supervise supper and clean up
- Supervise residents' bed time

5.

Special Youth Officer Duties (contd.)

- Security check of windows, doors etc.
- Counting of cutlery and other "sharps"
- Shift reports

Senior Youth Officer Duties

- General management and supervision of all activities and volunteers
- Handling delicate phone calls from parents, relatives etc.
- Compile rosters
- Conduct Group Therapy sessions
- Conduct Hearings to sort out conflict situations which arise
- Staff training
- Conduct section management meetings
- Changeover of shift when night staff commences
- Constant checks of all residents
- Security
- Attending to minor ailments and problems
- Reporting to Executive Officer major ailments and problems and managing situations requiring doctor, ambulance or other assistance
- Answering requests for toilet
- Domestic work
- Preparing room lists and other book-keeping

Youth Officer Duties Applicable at all times

- Supervision of residents
- Management of volatile or potentially volatile situations
- Counselling of residents
- Conducting group sessions to deal with tension or friction
- Domestic chores
- Bail release of residents
- Keeping files, records, reports up to date
- Admittances and discharges
- Conducting periodic room searches for contraband, weapons etc.

Special Difficulties related to Staff Duties on Winbirra

- Remand staff are working constantly in a crisis situation. Remand is fairly isolated and in an emergency Remand staff often have to cope alone until other help arrives
- Many Remand residents are admitted in an aggressive or drug-influenced state
- As Remand residents are new to the institution, staff have a heavy responsibility in gathering information and assessing the individual
- Remand residents require special attention due to the fact that they are new to institutional life and take time to settle
- Parents of Remand residents are unfamiliar with the system and require much information and reassuring; are therefore often very demanding.