

SUPPLY OF FACILITIES/STAFF UTILIZATION

**INSTITUTION:** Winlaton Youth Training Centre

**Section:** Leawarra

**Sub-Section:** Leawarra North and Leawarra South, Leawarra Flat, Alliance House, Transitional Supervision Programme

(1) **The Section Function (Very Briefly)**

Leawarra is a minimum-security section. The section is divided into Leawarra North and Leawarra South by a central office. Each side has its own kitchen, dining, lounge and recreation areas to constitute a semi-separate unit which allows for better segregation programming and management. There is also a separate self-contained flat attached to Leawarra South Side.

**Leawarra North Side:**

This is for residents who have just moved from the security sections of Winlaton and for others who have been returned direct from the community. Girls are introduced to the freedom of an open section: they are however, closely supervised by staff at all times. During the day the youth attend the work preparation program, school programmes (institution and community) and sometimes full-time employment. Youth go on outings during evenings and weekends under staff supervision. After a settling time (usually 1-3 weeks), a move occurs to the South Side.

**Leawarra South Side:**

As residents are usually more settled when they move to this side, supervision is more subtle, establishing a greater degree of trust, freedom and responsibility. Residents attend work preparation, school within the institution and in the community and often have jobs in the community, or are seeking employment. Residents are allowed approved unescorted outings into the community.

**The Flat:**

This is used as an independent living experience for residents who need or want to experience what its like being responsible for all aspects of living independently. Staff are involved only to support residents when needed; supervision is flexible to suit individual needs.

**Transitional Supervision Programme (TSP):**

Some wards who are released into the community still require close supervision and support. This is provided by the "T.S.P." programme. Staff from Leawarra make regular visits to wards living out under this programme and provide the needed support and supervision.

**Alliance House:**

A community house established as part of the TSP programme and under the supervision of the Alliance House Committee and Leawarra staff.

2.

Alliance House (Contd.)

Wards who are employed or who are attending community schools can be released from Leawarra to Alliance House. Alliance House has a Resident Household Manager who is responsible for the day-to-day operation of the House and the supervision of residents.

Philosophy/Objectives:

Leawarra provides a hostel-type environment for highly institutionalized and/or very disturbed young women and administers programmes which cater for the residential, educational, social, emotional, vocational and supervisory needs of residents, most of whom require many months of intensive work before they are ready for placement in the community.

More specifically -

- 1) To assist individual residents to gain insight into their present situation
- 2) To assist individual residents to develop non-delinquent and non-criminal values and life style
- 3) To encourage individual residents to expand their repertoire of coping skills
- 4) To provide as many community-based programmes as possible
- 5) To prepare residents for a return to the community
- 6) To provide adequate support services for ex-residents who are in need of support during their period of transition between the institution and their self-sufficient existence in the community.

Where do residents come from?

Other Winlaton sections. All over Victoria, Hostels, Private Board Families and Family Group Homes, Flat.

Where do residents go to?

Home release, private board, Hostels, Family Group Homes, Tally Ho, Unit 64, Voluntary placements.

Maximum Number of Residents in section:

Twenty-one (21) (including Flat)

Usual Range of Numbers in Residence:

13-17

Number of Bedrooms:

Seventeen, plus one in the Flat

Range of Number of Beds per Room:

One-Two (1-2) (2 bedrooms and Flat have 2 beds)

(2) The Staffing  
Staff Complement

One Senior Youth Officer  
Nine Youth Officers

Roster (see attached)

3.

**(3) The Programmes**

Triad Group Therapy                      Each weekday - time of session varies  
 Weekly Assertive Training              1-2 hour session - one night per week  
 Session  
 Homecrafts (Leawarra girls cook their own meals)  
 Leawarra Workshop (contract work - Youth Officer & Education Department)  
 Work Preparation Programme (Youth Officer & Education Department)  
 Section Management Meetings  
 Individual Counselling  
 T.S.P. - Supervision visits  
 A.A. Meetings  
 Community Outings - Shopping, Dining Out.  
 Leisure and Sporting

**Use of Volunteers in Programmes:**

Little \_\_\_\_\_ Some \_\_\_\_\_ X \_\_\_\_\_ Extensively \_\_\_\_\_

Volunteers are used sometimes to escort residents on such outings as hospital and medical appointments.

The Winlaton Support Group and Youth for Christ Group visit one night per week each.

A.A. Meeting - one night per week.

**School Programme (Hours Available)**

Conducted each weekday from 10.30 a.m. to 3.30 p.m.

Triad Group Therapy is a joint institutional and education centre programme. The majority of teachers have some involvement in triads.

**(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:      21  
 Staff/Resident Ratio:     1:7

N.B. As Leawarra is divided into North & South, one staff is allocated to each side with the Senior Youth Officer or 2IC attending to phone and administrative matters in the central office, giving a functional staff/resident ratio of 1:9 and 1:13.

**Special Youth Officer Duties at this time**

- Read diary and section reports
- Get residents up, supervise showering, dressing, breakfast
- Supervise room cleaning and other domestic chores etc.
- Attend to minor physical ailments, personal problems of residents
- Prepare residents for work, job interviews, school, Case Planning meetings, interviews with Social Workers
- Prepare reports for Classification and Review and Case Planning meetings
- Issue leave passes, transport vouchers, money etc.
- Supervision of Homecrafts girl
- Collect daily provisions from main kitchen
- Involvement in daily work preparation programme
- Domestic jobs including laundry
- Involvement in Triad Group Therapy
- Escort residents to C.E.S., job interviews, Case Planning meetings, medical and other appointments

4.

Senior Youth Officer Duties at this time

- Read section reports and diary
- Generally manage whole section. Answer numerous phone calls. Negotiate "sick list" with nurse. "Float" from end to end of section as needed. Conduct Triad Group Therapy. Intervene in problem situations. Attend to Administrative duties.

B. 10.30 a.m. - 12.00 Noon

Number of staff: 3  
 Number of residents: 3-21  
 Ratio: 1:1 to 1:7

Special Youth Officer Duties at this time

- Supervise new and sick residents who remain on section
- Outfit new residents with clothing etc.
- Supervise residents in work preparation programme
- Prepare reports for Case Planning meetings
- Prepare reports for Classification and Review meetings
- Escort residents to CES, job interviews, Case Planning meetings and medical appointments etc.

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
- Liaising with teachers, social workers, Children's Court Clinic, Legal Aid, parents etc.

C. 12.00 Noon - 2.30 p.m.

Number of staff: 3  
 Number of residents: 3-21  
 Ratio: 1:1 to 1:7

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

Special Youth Officer Duties at this time

- Supervise new and sick residents who remain on section
- Supervision in Work Preparation programme
- Take residents shopping for special needs
- Take residents to job interviews
- Supervise midday meal and domestic chores
- Write reports for Classification & Review and Case Planning
- Escorts as above (B).

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: 3-21  
 Ratio: 2:1 - 1:7

N.B. School girls return to section 3.30 p.m. Work Preparation girls return to section 5.00 p.m. Morning shift finishes at 3.30 p.m. Afternoon shift begins at 2.30 p.m.

5.

Special Youth Officer Duties at this time

- Read diary and morning shift reports
- Morning staff write reports
- Staff changeover meetings and in-service training meetings
- Supervise contract work in Work Preparation programme
- Leisure/sporting activities
- Prepare and supervise evening meal and chores
- Prepare residents for release and leaves
- Attend Triad Group Therapy sessions
- Escorts as above (8)

Senior Youth Officer Duties

- Chair staff meetings
- Supervise shift changeover
- Staffing matters
- Administration matters

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

Number of staff: 3  
 Number of residents: 21  
 Ratio: 1:7

Special Youth Officer Duties at this time

- Arrange and supervise leisure activities
- Supervise and assist residents with letter-writing and phone calls
- Supervise visits of volunteers
- Supervise supper and clean up
- Supervise residents' bed time
- Security check of windows, doors etc.
- Counting of "Sharps"
- Writing of shift reports and entries in residents' files
- Escort residents on shopping trips, visits to hostels, and other placement venues, sporting and leisure activities in the community.

Senior Youth Officer Duties

- General management and supervision of all activities and volunteers
- Conduct Group Therapy sessions
- Handling delicate phone calls from parents, relatives etc.
- Writing up in diary and shift reports
- Changeover of shift when night staff commence duty
- Conduct Hearings - to handle conflict situations that arise
- Conduct Section Management meetings
- Conduct Staff Training sessions

F. 11.00 p.m. - 7.00 a.m.

Number of staff: 1  
 Number of residents: 21  
 Ratio: 1:21

(5) Special Duties

- Constant checks of all residents
- Security
- Attending to minor ailments and problems
- Extensive domestic duties
- Reporting to Executive Officer major ailments and problems and managing situations requiring doctor, ambulance or other assistance
- Preparing room lists and other book-keeping

6.

(5) Contd.

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
- Keeping files, records, reports up to date
- Conducting periodic room searches for contraband, weapons etc.

(6) Special Difficulties related to staff duties on Leawarra

- The residents, most of whom are very disturbed and/or highly institutionalized, are extremely demanding of staff time, energy and resourcefulness.
- Writing Case Planning Reports and attending Regional Case Planning meetings are an increasing, demanding and time-consuming function for staff.
- 'Transitional' Supervision Visits - It is always very difficult to find the time to plan and carry out the necessary visits to keep this essential programme running effectively.
- Staff coverage when emergency escorts are necessary, e.g. hospital trips.
- Security is particularly difficult as there are no physical restraints to keep residents from absconding

-ooOoo-