

SUPPLY OF FACILITIES/STAFF UTILIZATION

INSTITUTION: Winlaton Youth Training Centre
Section: Karingal
Sub-Section: Karingal East and Karingal West

(1) The Section
Function (Very Briefly)

Karingal is a medium-security section. The section is divided into Karingal East and Karingal West by a central office. Each side has its own small kitchen, dining and lounge/recreation rooms to constitute a semi-separate unit which allows for better segregation, programming and management.

Karingal East:

An assessment section for Wards returned directly from the community who have been through Winlaton previously and for trainees who have progressed from the Warrina section. The length of stay on Karingal East is approximately 5-6 weeks.

Karingal West:

Trainees progress to Karingal West. Further assessment is done (related to RDO) and specialized programmes are implemented. After an average 5/6 weeks, trainees are either returned to the community or move on to Leawarra.

Philosophy/Objectives

- 1) To provide detailed in-depth assessment of each trainee.
- 2) To establish an institutional planning objective
- 3) To assist individual residents to gain insight into their present situation
- 4) To increase individual residents to expand their repertoire of coping skills
- 5) To assist individual residents to develop a non-delinquent and non-criminal values and life styles.
- 6) To prepare, where appropriate, residents for their placements in the community.

Where do residents come from?

Wards are returned from all over Victoria, interstate, Family Group Homes, Private Board, Reception Centres, other institutions (statutory and voluntary), family, and other Winlaton sections.

Where do residents go to?

Other Winlaton sections. Home release, Hostels, Family Group Homes, Private Board, Tally Ho, Unit 64, voluntary.

Maximum Number of Residents in section:

Twenty-two (22)

2.

Usual Range of Numbers in Residence:

16-22 (10 residents East End and 12 Residents West End)

Number of Bedrooms:

Eleven (11)

Range of Number of Beds per Room:

Two (2)

(2) The Staffing
Staff ComplementOne Senior Youth Officer
Nine Youth OfficersRoster (see attached)(3) The ProgrammesTriad Group Therapy
Anger Management
Assertion Training
School Programmes9.00 a.m. - 10.30 a.m. (each Weekday)
Regular sessions to meet needsEach Weekday - includes assessment,
remedial work, academic survival skills,
preparation, according to individual needs.Sporting Programmes
Leisure/craft

varied (weekends and evenings)

varied (weekends and evenings)

Section Management meetings

2 hour sessions, 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. Winlaton Community Support Group visit one night per week, Youth for Christ Group visit one night per week and A.A. 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: 22
Staff/Resident Ratio: 1:7

N.B. As Karingal is divided into East and West, one staff is allocated to each end with Senior Youth Officer or 2IC attending to phone and administration matters in the central office, giving a functional staff/resident ratio of 1:10 and 1:12.

3.

Special Youth Officer Duties at the time

- Read diary and section reports
- Get residents up, supervise showering, dressing, breakfast etc.
- Collect food supplies from central kitchen, escort residents to Regional Case Planning meeting, outside medical, dental, optical appointments etc.
- Supervise room cleaning and other domestic chores
- Attend to minor physical ailments, personal problems of residents
- Prepare residents for Case Planning meetings, interviews with Social Workers etc.
- Conduct Triad Group Therapy (five days per week)
- Check school lists, negotiate with teachers, escort residents to various school programmes

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
 Ratio: 1:1 - 1:7

N.B. During school recess all residents return to section from 11.30 - 12.00 Noon.

Special Youth Officer Duties at this time

- Escort residents to and from school programmes at 10.30, 11.30 and 12.00 Noon
- Escort residents to various meetings and other outside appointments
- Supervise new and sick residents who remain on section
- Outfit new residents with clothing etc.
- Prepare reports for Classification & Review meetings
- Prepare reports for Regional Case Planning and Wardship Review
- Supervise all residents during school recess
- Escort duties as above

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: 22
 Ratio: 1:1 - 1:7

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

4.

Special Youth Officer Duties:

- Escort residents to and from school programmes
- Supervise new and sick residents who remain on section
- Collect food from main kitchen
- Supervise midday meal and domestic chores
- Write shift reports
- Escort duties as above

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 (6 staff at changeover of shift 2.30-3.30)
 Number of residents: 3-22
 Ratio: 2:1 - 1:7

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 Youth Officer Duties

- Staff changeover meetings and in-service training meetings
- Shift reports (morning shift)
- Write reports, afternoon shift read them, together with the diary
- Escort residents from school programmes
- Leisure/sporting activities
- Prepare and supervise evening meal and chores
- Prepare residents for release and leaves and section transfers
- Escort duties as above

Senior Youth Officer Duties

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

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

Number of staff: 3
 Number of residents: 22
 Ratio: 1:7

Special Youth Officer Duties

- 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 cutlery and other "sharps"
- Writing shift reports
- Writing Case Planning, Wardship Review reports
- Writing Classification and Review reports

5.

Senior Youth Officer Duties

- General management and supervision of all activities and volunteers
- Handling delicate phone calls from parents, relatives etc.
- Changeover of shift when night staff commence duty
- Compile rosters
- Conduct group therapy sessions
- Conduct Hearings to sort out conflict situations which arise
- Staff Training
- Conduct section management meetings

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

Number of staff: 1
 Number of residents: 22
 Ratio: 1:22

(5) Special Duties

- Constant check of all residents
- Security (checking windows, doors, "sharps")
 (room checks - drugs, cigarettes, dangerous items)
- Attending to minor ailments and problems
- Reporting to Executive Officer major ailments and problems.
- Managing situations requiring doctor, ambulance or other assistance
- Night staff fire drill
- Answering requests by girls to go to toilet
- General domestic work

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 Karingal

- Writing Case Planning Reports and attending Regional Case Planning meetings are an increasing, demanding and time-consuming function for staff, especially on Karingal section as every returned Ward must have a case planning meeting.
- As many Karingal residents are Wards recently returned from the community, staff have a heavy responsibility in gathering information and assessing the individual.
- Karingal residents require special attention due to the fact that they are returned Wards who are in many cases immature acting-out residents and the demands on staff are extensive.
- Parents of Karingal residents are often familiar with the system, many have had considerable conflict with the department over issues relating to their daughters and accordingly communications can be difficult and time-consuming.

6.

(6) Contd.

- As Karingal residents have a fairly long stay on this section (average 10-12 weeks) section numbers are always at a near capacity.
- Karingal residents require many escorted visits to medical, dental, optical and other appointments due to previous neglect.
- Karingal residents are often difficult to manage at school, support is often needed from youth officers when difficult or dangerous situations occur.

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