

SUPPLY OF FACILITIES/STAFF UTILIZATION

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

(1) The Section
Function (Very Briefly)

This Section is divided into Warrina East and Warrina West by a central staff office. Each end has its own small kitchen, dining and lounge/recreation rooms to constitute a semi-separate unit which allows for better segregation, programming and management.

Warrina East:

This is an assessment section for new Wards and Trainees. This includes R.D.O.'s from the community who have not been in Winlaton before. It is a medium-security section. The length of stay for clients located in the East is approximately 3 weeks, and while resident, information is gathered on each client and a case management plan devised.

Warrina West:

With the continuing high admission rate, clients tend to be moved to the Western end of Warrina pending regional case planning and the implementation of the Institutional case plan. While awaiting the regional case plan (4-6 weeks) the clients are prepared for the acceptance of a community placement. The overall length of stay in the Western Section is from 2 to 8 weeks. As the objective is to minimize the penetration of clients into the welfare system, the clients placed in Warrina West are first-time residents and as such are segregated from clients who have returned to Winlaton several times.

Philosophy/Objectives

- 1) To provide detailed in-depth assessment of each new Ward/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 placement in the community.

Where do residents come from?

From all over Victoria, interstate, Family Group Homes, Reception Centres, other Institutions (Statutory and voluntary).

2.

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).

Usual Range of Numbers in Residence

18-22 (up to 11 residents each end). East End: 10; West End: 12.

Number of Bedrooms:

Eleven (11).

Range of Number of Beds per Room:

Two (2).

(2) The Staffing
Staff Complement

One Senior Youth Officer
Nine Youth Officers

Roster (see attached)

(3) The Programmes

Triad Group Therapy	9.00 a.m. - 10.30 a.m. (each weekday)
Assertion Training	1 to 2-hour session one night per week
School Programmes	East weekday include assessment, remedial work, academic, survival skills, preparation according to individual needs
Sporting Programmes	Varied - weekends, evenings
Leisure/craft	Varied - weekends, evenings
Section Management Meetings	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. Winlaton Community Support Group visit one night per week, Youth for Christ visit one night per week and 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 Educational Centre Programme. The majority of teachers have some involvement in Triads.

3.

(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: 1:7:33

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

Special Youth Officer Duties at this time

- Read Diary and Section Reports
- Get residents up, supervise showering, dressing, breakfast etc.
- Collect food supplies from central kitchen
- 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
- Escort residents to Case Planning meetings, outside medical, dental, optical appointments etc.

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 (approximately)
 Ratio: 1:1 - 1:7.3

N.B. During school recess all residents return to Section from 11.30 a.m. - 12 Noon.

Special Youth Officer Duties at this time

- Escort residents to and from school programmes at 10.30, 11.30 and 12 Noon.
- Supervise new and sick residents who remain on section
- Outfit new residents with clothing, etc.
- Prepare reports for Classification and Review meetings and & C P M (Case Planning Meetings)
- Supervise all residents during school recess
- Escort residents to Case Planning Meetings, outside medical dental, optical appointments etc.

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

4.

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 Noon - 2.30 p.m.

Number of staff: 3
 Number of residents: 3 to 22
 Ratio: 1:1 - 1:7.3

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

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
- Write Classification & Review Reports -
- Write Case Planning Meeting reports
- Escort residents to Case Planning Meetings, outside medical, dental, optical appointments etc.

Senior Youth Officer Duties

As for 10.30 a.m. - 12 Noon.

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

Number of staff: 6
 Number of residents: 3 to 22
 Ratio: 2:1 to 1:7.33

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 staff 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 residents to Case Planning Meetings, outside medical, dental, optical appointments etc.

5.

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: 1:7.33

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"
- Shift reports

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

Special duties

- 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

6.

(5) 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 Warrina

- Writing Case Planning Reports and attending Regional Case Planning Meetings are an increasing, demanding and time-consuming function for staff, especially on Warrina Section, as every resident should have a Case Planning Meeting before moving from this Section.
- As Warrina residents are new to the Institution, staff have a heavy responsibility in gathering information and assessing the individual.
- Warrina residents require special attention due to the fact that they are new to institutional life and take time to settle.
- Parents of Warrina residents are unfamiliar with the system and require much information and reassuring; are therefore often very demanding.
- As the Assessment Section, Warrina is constantly at or near capacity.
- Warrina residents frequently require more than usual escorted visits to medical, dental, optical and other appointments due to previous neglect.
- Warrina residents are often unsettled at school, support is often needed from youth officers when difficult or dangerous situations occur.

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