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## I N T R O D U C T I O N

Welcome to Winlaton.

Congratulations in your pursuit to enter into a rewarding and meaningful career.

The responsibilities of a youth officer are by no means light. There are sacrifices to be made and frustrations to overcome. However, the position is a very necessary one and most fulfilling.

May your application be successful and stay at Winlaton a long and rewarding experience.

GENERAL INFORMATION FACILITIES AND PROGRAMMES AVAILABLE

Winlaton is the only youth training centre in Victoria, run by the Social Welfare Department, for girls.

It can take a maximum of 120 girls, but has an average of between 80 - 90 at any one time; over the past two years. Their ages range from 14 years to 21 years, slightly younger on occasions.

There are two ways in which a trainee is admitted to Winlaton. One as a Ward of the State, the other as a sentenced girl. The majority of wards sent to us from the courts are on a protection or uncontrollable application. Only about 20 girls per year are admitted with sentences. These sentences range from 2 months to 2 years. The average length of a stay for a ward, dependant upon prospective placement is about 2 months.

Winlaton has five separate sections housing the girls, all varying in security. Each consists of a single or double bedroom, a large lounge/recreation room, dining room, kitchen, bathroom, and accommodates between 20 and 30 girls. A staff office is also located in each building. Each section has a different function. Below is a list of the sections and varying functions.

WINBIRRA REMAND CENTRE - MAX SECURITY

A pre-court centre for girls ranging in ages from 12 to under 17 years. It is situated outside the main compound of Winlaton and is of maximum security. Girls are held here for 3 or 4 days unless re-remanded, awaiting to go to court. If they are returned from the court as wards they spend a further few days on this section before being transferred to the assessment section in Winlaton. Winbirra is sometimes used to separate an "acting out" girls, whose negative behaviour is being supported by her peers in Winlaton.

WARRINA - ASSESSMENT SECTION - MEDIUM SECURITY

The function of this section is to make accurate assessments on new wards and present treatment recommendations and progress reports, to the Classification Committee, which meets each fortnight. Such information as educational abilities, behavioural problems, social deviances, contribute to the assessment and placement of the child. If there is a possibility that the child may return home soon, she may be kept on this section rather than expose her further to the system. A girl normally spends 2 weeks here before moving on to another section or community placement.

KARINGAL - MEDIUM SECURITY

Karingal is for those wards, who would benefit from a further stay, under a structured environment, and also those waiting for a placement in the community. Karingal caters generally, for the younger, less sophisticated and less institutionalised element at Winlaton.

GOONYAH - MAX SECURITY

The girls of Goonyah have the reputation of being tough or the "heavies" of Winlaton. The majority have sentences, are older and know the system well. Many have anti-authority problems and generally are more difficult to handle.

LEAWARRA - MIN. SECURITY OR OPEN SECTION

Leawarra is situated outside of the compound and is run on similar lines to a hostel. There is minimum structure and restrictions compared to the other sections of Winlaton. Leawarra caters for all types of girls and is often used as a pre-release placement for those not quite confident or mature enough to return to the community. Maximum community participation and self help programmes are encouraged.

OTHER FACILITIES AND PROGRAMMES

School, work preparation and work-out programme, sporting areas, swimming pool, recreational hall, activities and art room. Office block, stores and main kitchen.

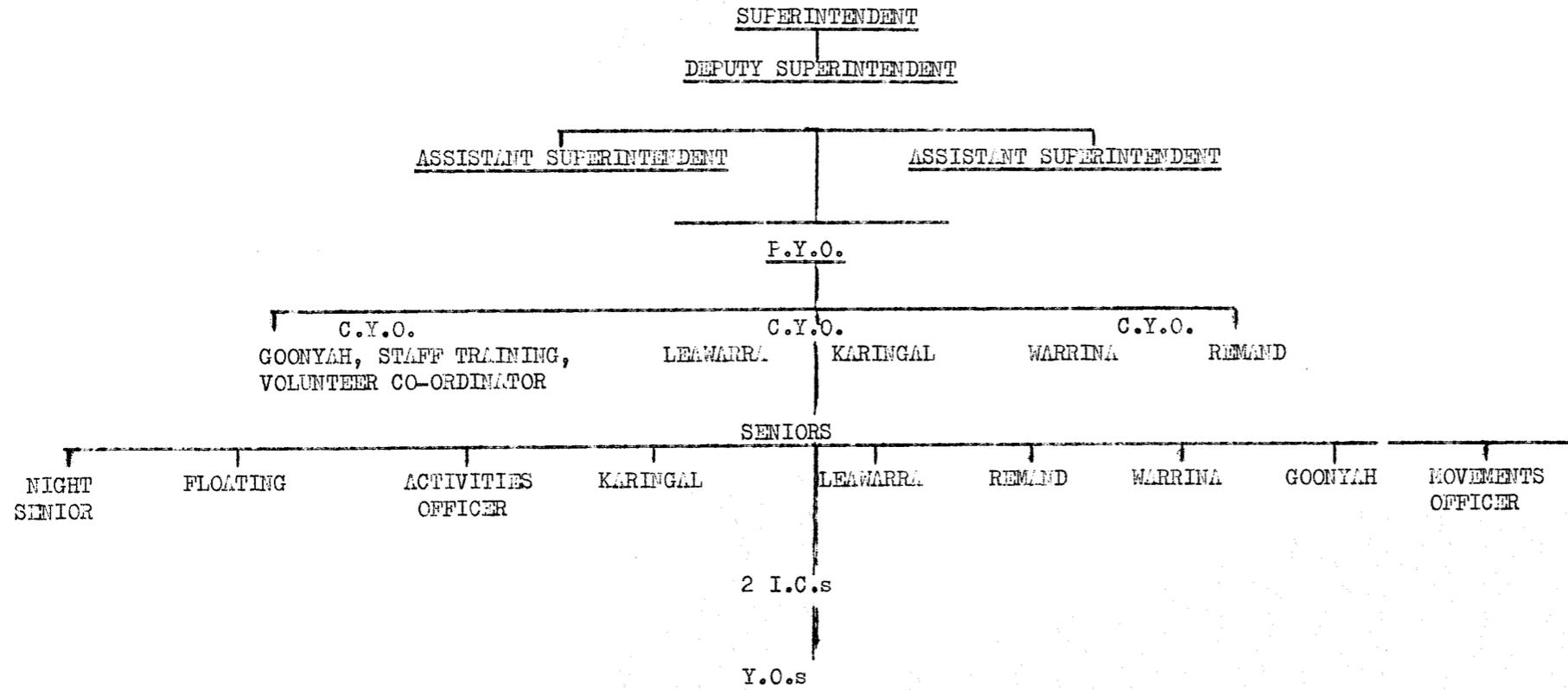
WHAT DUTIES DOES A YOUTH OFFICER HAVE TO PERFORM?

We are responsible for the health and well being of the trainees, and obligated by law to protect society from young offenders in our care.

The above statement is very broad but within that concept we are called upon to perform many specific duties. A few are listed below.

1. To control and supervise - which at times means physical restraint and intervention. Be alert to possible abscondings, administer and maintain discipline.
2. To act in an escorting capacity, i.e. dentist, hospital treatment, recreational activities, both within and outside of the institution.
3. To attend to minor medical needs. To supervise the taking of medications etc.
4. To promote and organise recreational activities such as craft work, sport, outings etc.
5. To write daily reports on trainees.
6. To prevent treatment recommendations and attend classification and review meetings.
7. Domestic duties. Maintaining a hygienic and clean environment. Supervision and preparation of meals, washing of clothes and general day to day chores.
8. Act in a driving capacity when required. This is not compulsory, however, it is encouraged.
9. Treatment area. To promote alternative modes of behaviour. To supervise treatment programmes. To counsel, listen, encourage, confront. To lead therapy groups.
10. To render assistance and relieve staff on other sections when called upon.

HIERARCHY AND CHANNEL OF COMMUNICATION



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PERMANENCY AND IN-SERVICE TRAINING OPPORTUNITIES.

To become a permanent member of the public service you must first complete and pass Part I of the youth officers certificate. If you are suitable for permanency the Superintendent, within twelve months, will recommend that you undergo a twelve week full time course (on full pay) at the Institute of Social Welfare in Bundoora. Having completed Part I you must then undergo a medical before becoming permanent and being permitted to contribute to the compulsory superannuation scheme.

An opportunity may present itself to complete the youth officers certificate by studying for a further six weeks at the institute. Selection for the second part of the course is by a panel and is not compulsory, as is part one. Completion of the certificate entitles you to apply for a Chief Youth Officer position or Welfare Officer position, should you choose to.

ROSTERS

We are currently working three eight hour shifts to gain full coverage of a complete day. Unless specified you will only be required to work two of these shifts as we have a permanent night shift.

The senior and assistant senior (2 I.C) work opposing shifts and vary slightly from the youth officers' roster.

Below is an example of a typical fortnightly roster. If a special shift is required a request can be made to the Senior in advance.

PATTERN ROSTER

From: To:	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
Senior	9/ 9.30	RL	RL	7	2.30	2.30	RL	RL	7	7	2.30	1	RL	9/ 9.30
1	7	2.30	1	RL	RL	2.30	2.30	2.30	1	RL	7	7	7	RL
2	RL	2.30	2.30	1	RL	7	2.30	2.30	RL	7	7	7	2.30	RL
2IC.3	RL	7	7	2.30	1	RL	9/ 9.30	9/ 9.30	RL	RL	7	2.30	2.30	RL
4	7	2.30	2.30	2.30	RL	7	7	7	1	RL	RL	2.30	2.30	
5	2.30	1	RL	7	7	7	RL	RL	2.30	2.30	2.30	RL	7	2.30
6	2.30	RL	7	7	7	2.30	RL	RL	2.30	2.30	2.30	2.30	RL	7
7	-	-	H	O	L	I	D	A	Y	S	-	-	-	-

Apart from the Senior and 2 IC whose roster rotates, each time a fortnight is completed a Youth Officer drops down to the next position. i.e. if you are Y.O.1 you drop down to Y.O.2 and so on.

As you can see from the roster there are usually 2 staff on a.m. and 3 on the afternoon shift.

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SALARY SCALE

As this changes quite often the salary scale is not being shown here. The Secretary will answer any queries you may have.

PENALTY RATES

Saturday: Time and a half  
 Sunday: Double Time  
 Public Holidays: Time and a half  
 Rostered after 10.00 a.m. 15% loading applies.  
 All overtime Beyond 40 hrs. is time and a half except Sunday which is double time.  
 Excursions: Such as camping - 12 hrs. pay per day.

If you are rostered off and are called in on a public holiday, the rates of pay are double time plus a half. You do not have to take a day off in lieu. The choice is yours. The same condition applies to all overtime that you are requested to work.

HOLIDAY LOADING

Twenty days at 17½% or the average penalty cheque, taken from the past six pay periods, whichever is the larger amount.

HOLIDAY ENTITLEMENT

You are entitled to twenty days per year or pro rata. Plus in addition, public holidays, irrespective of whether rostered for duty or not.

When applying for leave, a "Leave application" form must be filled in and signed by your Chief Youth Officer, at least one week prior to commencement and three weeks if you wish to be paid in advance.

To avoid being disappointed you should consult your senior and book your holidays in advance at the earliest opportunity. Remember there are fellow workmates wanting holidays too.

SICK BENEFITS

	<u>FULL PAY</u>	<u>HALF PAY</u>
On completion of four weeks service	6 days	6 days
On completion of one year	14 days	14 days
Summarising for the first two years service	20 days	20 days
and for each consecutive year thereafter	10 days	10 days

Arrangements can be made through the Secretary to have your Hospital and Medical contributions paid to your chosen health fund, by fortnightly deductions from your salary, if you so desire.

You are entitled to five sick days per year without furnishing a medical certificate or stat. dec. However, if you are sick on more than three consecutive days at any one a certificate will be required:-

i.e. 2 consecutive and 3 consecutive days is acceptable  
 1 day and then 4 consecutive days is unacceptable.

If you are injured in any way whilst on duty or whilst travelling to and from work, make sure you report it and if possible have a witness confirm the incident. Record and write it down in the daily report, don't be satisfied with a verbal comment.

#### UNION

We are represented by the V.P.S.A. Victorian Public Service Association. Should you wish to join, please contact either Mrs. Dufton C.Y.O. or Mrs. Dot Irving. A small fortnightly deduction from your salary can be arranged and paid directly to the Association. The present cost is 50 cents per week.

#### SOME BASIC GUIDELINES THAT MAY HELP YOU THROUGH THE INITIATION PERIOD.

##### DO'S

1. Speak to the trainees in a polite, understanding and communicative way.
2. Communicate clearly and precisely, avoiding ambiguity and possible manipulation.
3. When a girl says "Mr. and Mrs. So and So said it was Okay" or "we did it yesterday," always check and confirm if you are in doubt. If this is not possible, use your own judgement of the situation. Each one is different.
4. Frequently count heads and always know where your girls are.
5. When a girl, who is usually lazy and unco-operative becomes very willing and helpful i.e., wanting to assist others in their chores, such as emptying the pig bin, be especially alert, she usually has an ulterior motive.
6. When an uptight section suddenly becomes quiet, be perceptive and suspicious, it usually means something is going on. The reverse also applies.
7. Be alert to any diversions.
8. It is important that you familiarise yourself with section procedure and be consistent. Read daily reports and diary, so you know what's going on. Use the section diary to pass on messages. Don't rely on your memory, there are too many distractions.
9. Become security conscious. Keep count of knives, scissors, needles, razors, etc., keep medications, cleaning agents and glues under your supervision.
10. If you find a door locked which is usually left unlocked, keep it that way and ask the staff concerned, their reason for his or her action. Don't make assumptions.

##### DONT'S

1. Don't make threats which you can't carry out.
2. Never discuss another Y.O.'s work within hearing range of the trainees or with the trainees without that Y.O.'s permission.
3. Never leave the section without telling another staff where you are going.

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4. Never reprimand another staff in front of the girls.
5. Avoid putting off correction until the next day as the effect is minimised.
6. Don't use words they can't understand. If unavoidable explain what you mean.
7. Don't be afraid to apologise to the girls if you are wrong, it shows them that we are human too.
8. Don't panic. If you feel a situation is getting out of hand don't be afraid to call for assistance from other sections, we all have to at times. Remember prevention is better than cure.
9. Don't hand your keys to the trainees or allow them to procure them.
10. Don't be afraid to admit that you don't know. You can always come back with an answer when you do.

The contents of this booklet is subject to change, as policies and conditions of employment vary from time to time.

Compiled by Terry Best (Youth Officer).