

APPENDIX - 2

Observation Profile of Job Functions, Tasks/Activities and
Social Intervention Components

Job Functions	Tasks/ Activities	Social Intervention Component
1.	2.	3.
I. RECEPTION OF CLIENTS	1. Receiving the cases	a. Pleasantly greeting the clients b. Giving them a seat before asking questions.
	2. Scrutinizing the cases	a. Listening to the clients/ parents etc. b. Taking interest in clients by asking relevant questions.
	3. Discussing about the need & need (catering agency.	a. Explaining agency policies b. Explaining to clients about other related agencies.
	4. Referring and recommending to other agencies	a. Helping the clients by writing references b. Personally contacting other agencies
II. INTAKE OF CLIENTS	1. Interviewing the clients and person accompanying	a. Being concerned about the place of interview b. Making clients feel more comfortable for the assessment c. Making use of other inmates to help the new clients
	2. Assessing clients residual ability Psycho-Socio-economic history and medical examination	a. Observing the clients over activities. b. Listening to the clients c. Probing through various activities d. Interviewing the referral

1	2	3
III. INTRODUCTION AND ORIENTA- TION OF CLIENTS	3. Preparing reports	a. Filling the agency proforma in absence of clients b. Preparing detailed report with personal observation.
	1. Helping the clients to transfer relation- ship	a. Reassure the clients in front of the parents/guardians. b. Involve other inmates to reassure the clients. c. Involving the clients in activities while the parents/guardians is asked to leave.
	2. Helping the clients to get adjusted to the agency	a. Talking to clients and allowing them to ventilate b. Introducing them to other inmate and staff. c. Accompanying the clients to their sleeping place etc.
	3. Involving the client into the Institutional activities	a. Involving other inmates to give information regarding agency activities. b. Personally explaining rules, regulations and activities c. Giving a special welcome in the class, training room, etc.

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IV. CLINICAL ASSESSMENT OF CLIENTS NEEDS, POTEN- TIALS, INTEREST ETC.	1. Collect clients background information	a. Interviewing client for a longer period of time. b. Involve client in activity and talk informally. c. Seeking information from other workers. d. Home visits.
	2. Educational/ Vocational Aptitude	a. Observing clients over ongoing activities. b. Encouraging and praising the clients activities. c. Personally questioning client about his interest.
V. NON-CLINICAL ASSESSMENT OF CLIENTS	1. Observation of clients on ongoing activities.	a. Observing clients while on daily rounds. b. Calling meeting and dis- cussing with the staff.
VI. WORKING AGREE- MENT ABOUT CLIENTS GOALS	1. Preparing detailed information about the clients treatment	a. Keeping clients goals and institutional goals in mind. b. Writing personal notes in favour of client. c. Getting information from others.
	2. Committee meeting for taking decision about the client	a. Presiding over the meeting b. Presenting reports c. Contributing in the meeting.

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	3. Preparing Operation Procedures	a. Preparing realistic time table. b. Assigning work to other workers. c. Contacting resources for treatment.
	4. Conveying decision to the clients	a. Explaining personally to clients. b. Involving the client directly in activities then explaining.
VII.a. IMPLEMENTING INTERVENTION PLAN - LIFE STYLE IN THE AGENCY	1. Supervise during client's personal activities	a. Supervise while on rounds of the agency. b. Personally supervising.
	2. Supervise Institutional work duties like work on campus, kit- chen garden	a. Supervise while on daily rounds of the agency. b. Personally supervising by participating in the activities.
	3. Supervising during lunch, tea, dinner etc.	a. Supervise while on daily rounds. b. Personally supervising by being present.
	4. Helping in solving problems by correctional therapy activities	a. Severe Behaviour Problem: -Talk to clients -Reprimand in front of others -Isolate the client -Punish severely (beating etc.)

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b. Absconding:

- Talk to client.
- Make older clients responsible.
- Give warning and make them write apology.
- Punish by not giving food or making them work extra.

c. Creating minor problems:

- Talk to clients.
- Take immediate action.
- Involve other clients.
- Punishment like no food.

d. Child languishing:

- Talk to clients.
- Reassure by writing to home.
- Recreational activities.
- Involve other inmates.

VII.b. IMPLEMENT- 1. Assisting in
ING INTER- Educational/
VENTION Vocational
PLAN activities
EDUCATIONAL/
VOCATIONAL
TRAINING

- a. Helping clients to get adjusted and assisting personally.
- b. Encouraging by taking time to inspect the work done.
- c. Giving incentive and finding resources to develop interest.

1	2	3
	2. Conducting Vocational/Educational Training	a. Experimenting with various activities. b. Allowing clients to watch others for learning purpose. c. Give advice and personally demonstrate.
VIII. EVALUATION	1. Observing and noting progress	a. Over on-going activities. b. Testing the client. c. Consulting experts.
	2. Contributing towards clients evaluation	a. Prepare own observations. b. Discuss with clients and other workers. c. Talk to clients individually.
	3. Prepare reports	a. Prepare weekly reports. b. Monthly reports. c. Reports just before termination.
	4. Discuss in committee	a. Presiding. b. Presiding.
IX. TERMINATION	1. Conducting termination	a. Talking to the clients and planning. b. Helping other inmates to understand.
	2. Contacting resources	a. Contacting other agencies. b. Corresponding well in advance with higher authorities. c. Consulting experts.

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	3. Keeping in touch with the family	a. Corresponding with the family. b. Home visits. c. Advise family members on further treatment.
	4. Preparing reports	a. Compiling reports (previous records). b. Contributing towards report. c. Adding personal reference.
	5. Final Discussion in the Committee	a. Presiding. b. Presenting. c. Contributing.

SUPPORTIVE FUNCTIONS OF SOCIAL INTERVENTION :

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| X. OTHER SERVICES
ON BEHALF OF
CLIENTS | 1. Arranging and looking after food, clothing, etc.
2. Finding and providing resources for treatment/finance/equipment etc.
3. Arranging entertainment and recreational programme.
4. Arranging for leave/parole etc.
5. Arranging jobs for the clients.
6. Investigating and reporting to court/ attending court/visiting hospital/ workshop.
7. Consultation with doctors, psychiatrist, psychologist, experts, district probation officer etc. on course of treatment. |
| XI. REFERRAL
SERVICES FOR
CLIENTS
REHABILITATION | 1. Interviewing and contacting employment agencies/training institutions etc.
2. Directing clients to other institutions/ agencies/departments/preparation of referrals etc. |

XII. AGENCY
ROUTINE
WORK

1. Recording of information about clients, families, groups, higher authorities.
2. Staff meeting concerning institutional policies.
3. Budgeting and expenditure.
4. Supervision of staff.
5. Attending institutional committee meetings.
6. Prepare diet charts and expenditure.

XIII. COMMUNITY
CONTACTS

1. Contact with people.
2. Speak to the community groups.
3. Take part in professional associations, meetings, visits etc.
4. Represent institutions in Seminar.