



Job Description Form

Department of Corrective Services Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system

Position Title Senior Programs Officer (Youth Justice Services)		Special Conditions WWC
Effective Date January 2011	Position Number Generic	Level L2SC
Division Community & Youth Justice	Directorate Youth Justice Services	Branch Various

Divisional Outcomes

Reduce offending, protection of the community, and guidance of offenders towards the adoption of law abiding lifestyles
Effective business systems and services that support the Departments success

Directorate Outputs

Young people who offend managed in the community
Young people who offend managed in custody
Prevention & Diversion Services
Intervention Services
Victim Services

Branch Outputs

Youth Justice Services is a multi-disciplinary team working to provide an evidence based responsive service to young people and their families when they come into contact with the youth justice system. It aims to reduce antisocial behaviour, strengthen interagency partnerships and prevent likelihood of further escalation through the youth justice system.

Role Of This Position

The primary tasks of the Senior Program Officer (Youth Justice Services) are to:

- Develop and deliver therapeutic programs, either on an individual or group basis that promotes pro-social/law abiding behaviour in young people who come into contact with the youth justice system.
- Provide significant input into program design, and program delivery policy for young people.
- Provide philosophical direction and supervisory input to staff members delivered programmes to young people involved in the youth justice system.
- Act as programmatic consultant and trainer to relevant community and custody based staff.
- Assess individual juvenile offenders' program needs and intervention priority status.
- Prepare written reports regarding juvenile offender treatment needs.
- Network, engage and liaise with service providers external to the Department of Corrective Services, ensuring Department of Corrective Services program provision connects well with other community based services.
- Collect data related to efficacy and research measures.
- Senior Program Officers (Youth Justice Services) may be required to work in both custodial and community settings.

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Responsibilities Of This Position

PROGRAM DELIVERY AND FACILITATION

- Delivers rehabilitative programs to young people involved in the youth justice system, meeting best practice standards.
- Ensures effective collaboration and professional delivery of programs with co-facilitators (including those internal and external to the Department of Corrective Services).
- Provides practice guidance, support and supervision to other Department of Corrective Services' staff who act as co facilitators to this role (e.g. external contractors, YJOs, etc).
- Provides input as to program delivery procedures and policy, working with various staff and other involved local agencies to facilitate the provision of suitable, culturally effective therapeutic programs.

PROGRAM PLANNING, DEVELOPMENT AND EVALUATION

- Identifies and recommends improvements to program content needs and structure that best meet program objectives and implements changes, where possible.
- Provides significant input into program development.
- Assists with the evaluation of youth services programs and with reporting the impact, benefits and aspects requiring improvement and updating.
- Collects relevant data that enables the evaluation and refinement of therapeutic program provision.

OFFENDER ASSESSMENT, REPORTING AND RECORD KEEPING

- Identifies specific program needs of young people involved in the youth justice system through appropriate assessment techniques.
- Prepares written reports detailing assessment and treatment outcomes.
- Provides advice on juvenile offenders to the Courts, Supervised Release Boards, Parole Board and other Department of Corrective Services' personnel, as required.
- Liaises with relevant Department personnel on treatment and assessment issues.
- Ensures record keeping practices (which may include video recording of session content) and standards meet legislative and Branch requirements.
- Consults with Clinical Supervisor (JJ Psychological Services Branch) as required.

INFORMATION AND KNOWLEDGE MANAGEMENT

- Manages personal workload to ensure high standard results in group presentation and individual offender assessment and reporting activities.
- Develops, prepares and presents training courses for Juvenile Justice Directorate, staff and community groups.
- Advises other staff on training matters. Maintains case records and programmatic equipment.

CONSULTANCY AND ADVICE

Provides a dynamic and engaging program consultancy service to youth justice staff with regard to therapeutically intervening with young people involved in the youth justice system.

TEAMWORK

Works well in a team context; is able to collaborate and work effectively with a wide multidisciplinary team in different settings.

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Skills, Knowledge, Behaviours and Qualifications

For purpose of training etc.

QUALIFICATIONS

At least a 4-year Degree in Psychology or Social Work or relevant equivalent 4-year qualification. Master's Degree or Doctorate in Psychology, Drama Therapy or Social Work is desirable. Possession of a current Motor Vehicle Driver's Licence.

KNOWLEDGE

Program Development

Advanced knowledge of criminogenic and adolescent treatment program development, delivery and evaluation.

Therapeutic Intervention Techniques

Knowledge of a range of therapeutic intervention techniques and developmental theories (including cognitive behavioural principles).

Assessment

Knowledge of assessment techniques and issues, as they pertain to juveniles, in relation to both case formulation and identifying priority clients.

SKILLS

Program Development and Delivery

The ability to develop, implement, deliver and evaluate therapeutic programs for individuals and groups. Able to engage challenging clients in therapeutic processes.

Communication

Effective written, oral and interpersonal communication skills. In particular,

- Ability to sensitively provide feedback to co facilitators regarding group treatment clinical issues.
- Highly effective interpersonal skills in teamwork, group work and individual counselling situations.
- Demonstrated advanced written expression and report writing skills.
- Demonstrated ability to implement appropriate communication strategies when dealing with difficult clients and situations.

Teamwork

Participates constructively and positively within workplace to achieve tasks.

Enthusiastic and motivated in engaging colleagues within the justice system and local community agencies to achieve positive client outcomes.

Working with Aboriginal Clients

The ability to engage with Aboriginal clients and community members within a culturally effective framework. The ability to develop programmes that are culturally effective.

Relationship building and networking

The ability to communicate effectively with diverse audiences, using a variety of strategies, establish relationships with stakeholder and represent and promote Community and Youth Justice Services.

Policy initiation and development

The ability to initiate and contribute to ethical policy development and review.

Travel requirements

This position may be required to undertake travel for extended periods throughout the state at short notice.

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Work Related Requirements

The work related requirements to be addressed in the application are stated in the Application Package.

The following work related requirements may be assessed at different stages of the selection process.

ELIGIBILITY

Current holder of or ability to obtain the relevant clearance under the Working with Children (Criminal Record Checking) Act 2004 (*the Act*).

This position is identified under section 6 of the Act as "Child Related Work". Applicants must have a current Working with Children Check or be able to successfully apply for one to be eligible for appointment to this position.

ESSENTIAL QUALIFICATIONS

At least a 4-year Degree in Psychology or Social Work or relevant equivalent four-year qualification.
Possession of a current Motor Vehicle Driver's Licence.

KNOWLEDGE

Program Development

Knowledge of the relevant processes required for the development, implementation, delivery and evaluation of therapeutic programs for individuals and groups.

Therapeutic Intervention Techniques

Knowledge of a range of therapeutic intervention techniques and developmental theories (including cognitive behavioural principles) as they apply to adolescents in a group context.

Assessment

Knowledge of assessment techniques and issues, as they pertain to young people, in relation to both case formulation and identifying priority clients.

SKILLS

Program Development and Delivery

The ability to develop, implement, deliver and evaluate therapeutic programs for individual offenders and groups. Enthusiastic and motivated in engaging challenging juvenile clients in therapeutic processes.

Communication

Effective written, oral and interpersonal communication skills. In particular,

- Highly effective interpersonal skills in teamwork, group work and individual counselling situations.
- Demonstrated written expression and report writing skills.
- Demonstrated ability to implement appropriate communication strategies when dealing with difficult clients and situations.

Working with Aboriginal Clients

The ability to engage with Aboriginal clients and community members within a culturally effective framework. An understanding of the cultural issues related to working with Aboriginal youth in developing programs.

Relationship building and networking

The ability to communicate effectively with diverse audiences, using a variety of strategies, establish relationships with Stakeholders and represent and promote Community and Youth Justice Services

Policy initiation and development

The ability to initiate and contribute to ethical policy development and review.

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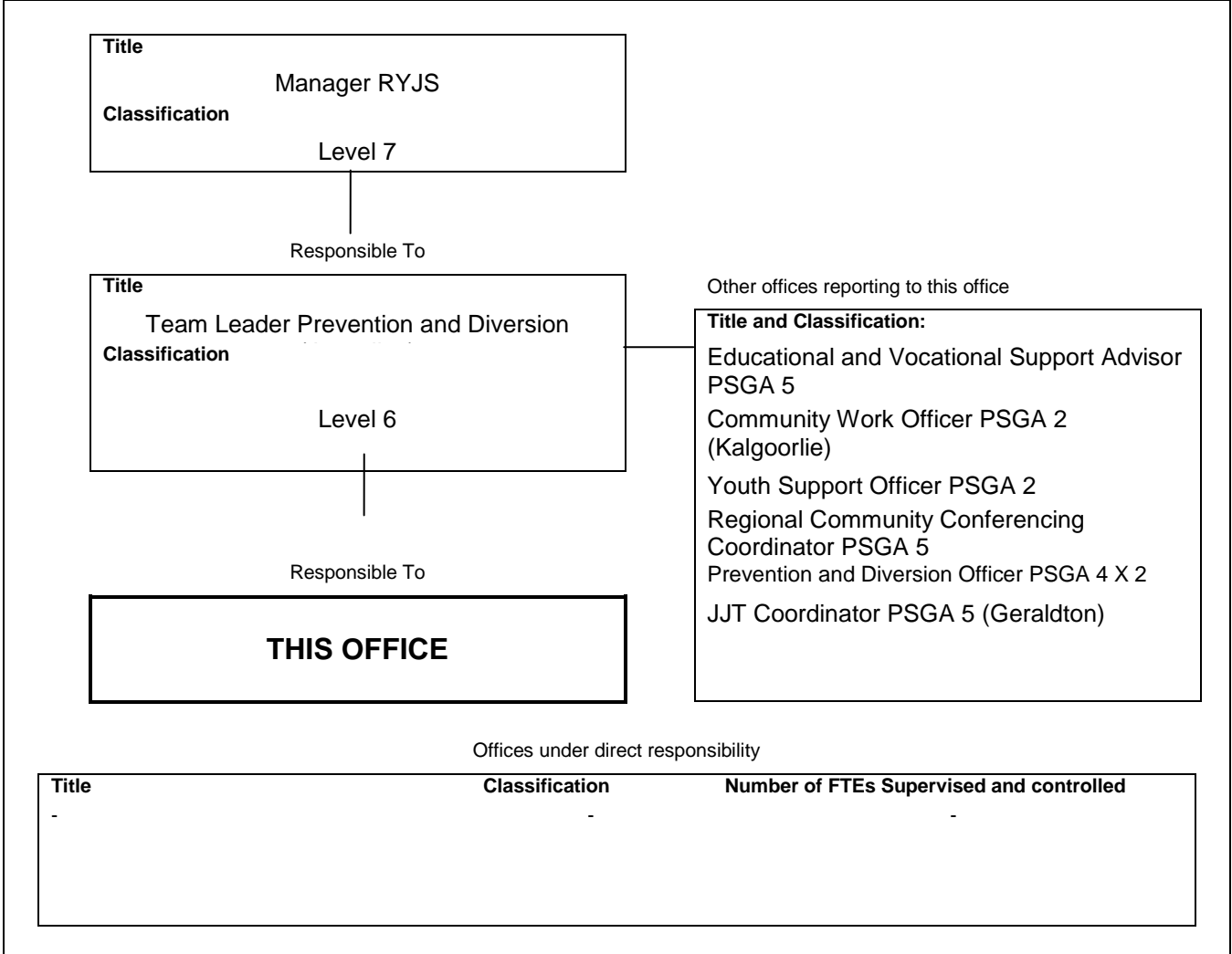
DESIRABLE

QUALIFICATIONS

Master's Degree or Doctorate in Psychology, Drama Therapy or Social Work.

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Reporting Relationships



<p>LOCATION AND ACCOMMODATION</p> <p>State location. If accommodation is available give details such as department/G.E.H.A., free/rental, etc.</p>	<p>LOCATION</p> <p>ACCOMMODATION</p>
<p>ALLOWANCES/SPECIAL CONDITIONS</p> <p>State allowances and conditions applicable.</p>	

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Assistant Commissioner
Signature
Date