



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 Sheriffs Community Development Officer		Special Conditions
Effective Date September 2012	Position Number Generic	Level 4
Division Community & Youth Justice	Directorate Adult Community Corrections	Branch Various

Divisional Outcomes

To provide effective business systems and services that meet the needs of Court Services, the judiciary and community, including victims of crime.
Reducing offending, protecting the community and encouraging offenders towards law-abiding lifestyles.

Directorate Outputs

Output 1: Judiciary and Judicial Support
Output 2: Case processing
Output 3: Enforcement of criminal and civil court orders
Output 4: Administration of victim support and counselling services

- Juvenile Offenders managed in the community
- Adult offenders managed in the community
- Prevention and diversion services
- Victim services

Branch Outputs

Role of the Position

Assists the Sheriff's Office with the effective delivery of justice services to Aboriginal People. Liaises with Aboriginal Communities on the range of court services and provides advice to Courts and releasing authorities on disposition of offenders in relation to fines.

Contributes to the development and implementation of culturally appropriate programs for the management of Aboriginal offenders and assists with case management plans. Provides training for field staff, community members and consultants in relation to Aboriginal Community and Juvenile Justice initiatives.

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Responsibilities of this Position

Statutory Appointment

Undertakes duties of a Sheriff as prescribed including seizure and sale of goods and property as required.
Provides written and verbal reports and advice to Courts, other releasing authorities and external agencies as required.
Prepares reports on offenders who breach the requirements of their community orders

Management of Fines and Work and Development Orders

Ensures integration of the enforcement of fines by liaison with the Sheriff, Regional Manager CJS, Police, local Aboriginal Communities, local Government and other stakeholders.
Facilitates the service of work and development orders and manages and consults in respect to work programs.
Monitors time to pay and other matters in relation to fines and other court dispositions with offenders, and provides advice and guidance.

Program Management

Contributes to the development and implementation of culturally appropriate programs for Aboriginal offenders and participates in the evaluation of programs and special projects for Aboriginal offenders.

Case Management

Under the guidance of the senior staff develops and implements case management plans for offenders.
Facilitates referrals to relevant programs and treatment services and monitors progress.
Assesses and refers selected offenders to appropriate developmental programs.

Research and Analysis

Contributes to the research and analysis of identified issues and investigates and considers options to meet organisational needs and resolve problems.

Consultation & Advisory

Provides advice and participates with Aboriginal Groups/persons to assist Aboriginal persons in dealing with the justice system and government agencies generally (i.e. transport, electoral)

Information and Knowledge Management

Uses information and knowledge including the Fines Enforcement, TOMS and CBC databases effectively to achieve outcomes.

Staff Training & Development

Assists in induction and training of staff, in matters relating to Aboriginality.
Participates constructively and positively within workplace teams to achieve tasks.
Participates in the identification of and applies opportunities for continuous improvement within the workplace team.

Ethical Behaviour

Demonstrates ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.

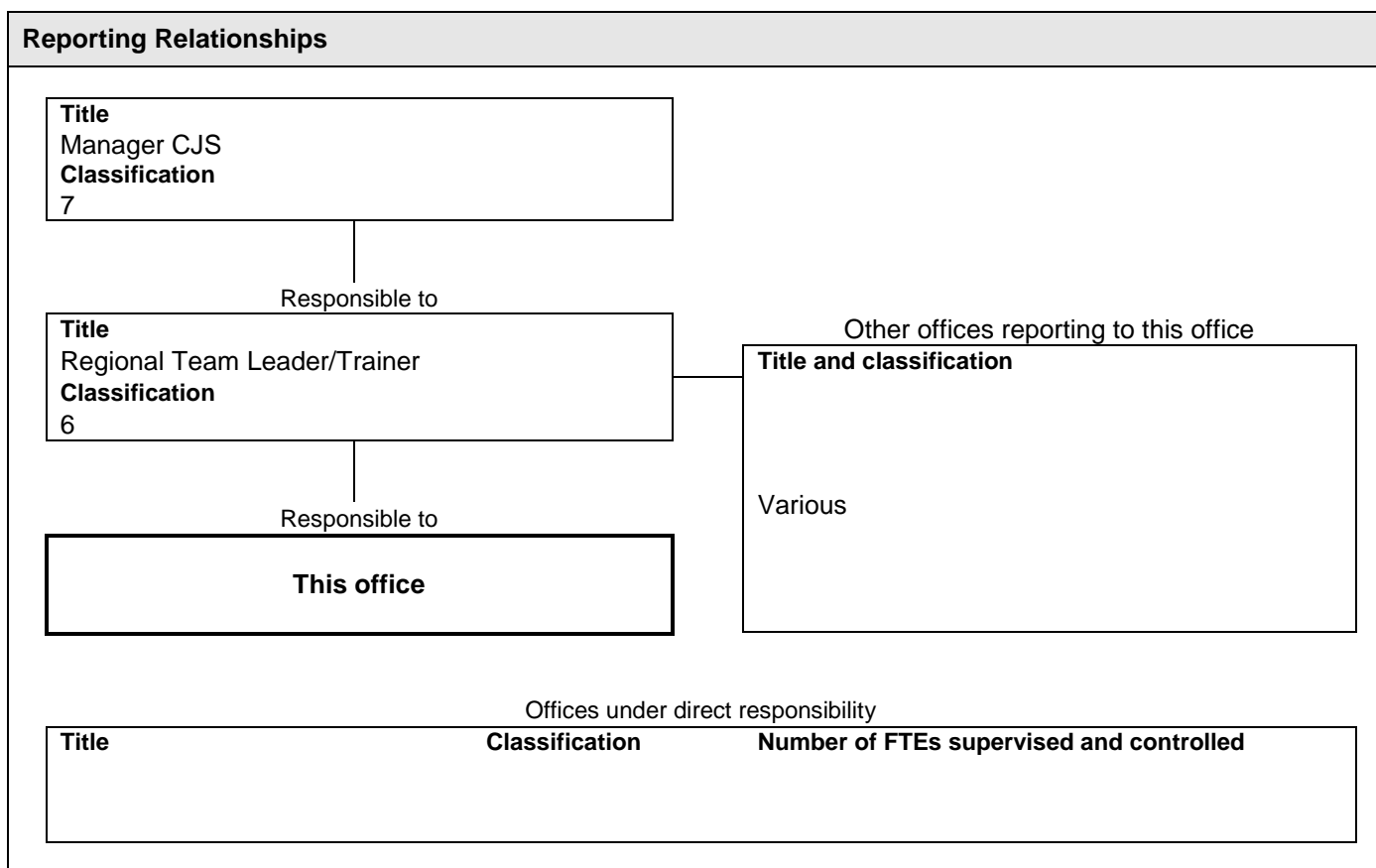
Other

Other duties as directed

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<u>Essential</u>	
1. Cultural	Understanding and relating to issues that affect Aboriginal People.
2. Environment	Working with aboriginal communities and organisations. Knowledge of the operations of a court or the justice system.
3. Communication & Interpersonal	Communicating and negotiating with a range of individuals and groups, both internal and external. Providing advice. Preparing reports and correspondence.
4. Time Management & Organisation	Prioritising, organising and completing work within timeframes.
5. Problem Solving	Identifying complex and sensitive issues, undertaking research, analysing and evaluating information. Developing feasible and practical solutions.
6. Regional and Remote Travel	Holding and maintaining a current Western Australian Driver's Licence. Willingness to drive 4 wheel drive manual vehicle in remote areas. Fly in light air craft as required. Trips may require overnights stays in regional and remote communities.
<u>Desirable</u>	
7. Qualifications	Certificate of Secondary Education (Year 10) or equivalent
(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).	

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Location and Accommodation
Location Various regions
Accommodation
Allowances / Special Conditions
The Contract of Employment specifies conditions relating to this position.

Certification The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
Delegated Authority Approval	
Signature	
Date	/ /