



# 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.

<b>Position Title</b> Clinical Supervisor - Prison Counselling Services		<b>Special Conditions</b> Specified Calling
<b>Effective Date</b> April 2012	<b>Position Number</b> Generic	<b>Level</b> L3SC
<b>Division</b> Offender Management & Professional Development	<b>Directorate</b> Offender Services	<b>Branch</b> Offender Support

### Divisional Outcomes

The *Offender Management and Professional Development Division* provides rehabilitative services incorporating education, program delivery, health services, professional development, recruitment, training, performance management, sentence management and provision of support and counselling for Aboriginal and Torres Strait Islanders.

### Directorate Outputs

*Offender Services* leads the coordinated research, development and delivery of offender programs, education and services that seek the ability for clients to adapt, cope and exhibit pro-social behaviour within a custodial environment and in the community.

### Branch Outputs

- Specialist support, assessment and advice
- Prison counselling services
- Prison support services
- Individual psychological intervention of adult offenders in the community

### Role of the Position

The role of this position is to provide clinical supervision and support to clinical staff in order to ensure evidence-based and consistent clinical interventions are undertaken.

Works within a multidisciplinary team to prevent suicide, enhance prisoner adjustment, and re-integration into the community.

Practises risk and needs assessments of complex cases to identify self-harm, suicide and other clinical or behavioural-based risk factors in order to better inform clinical practices to members of Prison Counselling Services (PCS).

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### Responsibilities of this Position

#### CLINICAL SUPERVISION

- Provides and participates in clinical supervision to ensure continuous improvement of clinical interventions.
- Oversees personal and team workload to ensure optimum delivery of clinical services including the monitoring of caseloads of complex cases and 'at risk' clients.
- Identifies the professional developmental needs of staff members in order to source appropriate training and supervision and support.
- Works effectively in a systemic way to promote and support the services of PCS.
- Provides information to managers regarding staff performance in order to achieve agreed performance and developmental outcomes.
- Participates in meetings relating to PCS activities in order to promote the suicide prevention model within the prison.
- Ensures that case notes and client data are maintained to required standards by undertaking regular audits.  
Leads team meetings regularly.
- Provides supervision related to ethical issues that arise in the PCS team.
- Oversees clinical practice of PCS staff to ensure ethical and professional standards are adhered to and reports to management where required.

#### OFFENDER ASSESSMENT AND INTERVENTION SERVICES

- Conducts clinical and risk assessments of complex cases.
- Provides clinical intervention services to complex clients.
- Contributes to multi-disciplinary case planning.
- Fosters the application of culturally appropriate models and practices to individual assessments and interventions.

#### CONSULTATION

- Develops and maintains constructive working relationships with key departmental and external stakeholders to ensure clinical service delivery is of a high standard and is maintained according to expected time lines.
- Provides guidance to team members with highly contentious and complex clinical cases and issues relating to the clinical service provision at the prison.
- Consults with PCS Manager as required.

#### ADMINISTRATION AND RECORD KEEPING

- Ensures record keeping practices and standards meet legislative and Directorate requirements.
- Generates information recorded on the At Risk Management System (ARMS).
- Works with management to ensure service coverage is maintained.
- Communicates issues with management that may impact upon clinical service delivery.
- Attends meetings within the prison in order to promote the work of PCS and suicide prevention.
- Identifies the professional development needs of staff members in order to source and provide training for ongoing skills development.

#### ETHICAL BEHAVIOUR

- Adheres to relevant Professional and Public Sector Codes of Practice and Ethics

#### EQUITY, DIVERSITY AND OCCUPATIONAL SAFETY AND HEALTH

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

#### OTHER

- Other duties as required.

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b>ESSENTIAL</b>	
<b>1. Communication and interpersonal skills</b>	Establishes and manages relationships with supervisees and internal and external stakeholders. Informs manager of on-site service delivery practices.
<b>2. Clinical Supervision skills and knowledge</b>	Provides clinical supervision within a team based environment. Has an understanding of clinical supervision practices for people working with complex 'at risk' clients.
<b>3. Therapeutic assessment and intervention skills and knowledge</b>	Uses knowledge and understanding of offending behaviours and models of assessment and interventions to support clinical practice of staff members. Understands complex risk and needs assessments of prisoners to identify self-harm, suicide and other clinical or behavioural-based risk factors.
<b>4. Knowledge and experience working with diversity in client groups, such as Aboriginal and Torres Strait Islander (A&amp;TSI) and Culturally and Linguistically Diverse (CALD) populations</b>	Communicates effectively with Aboriginal/Torres Strait Islander and CALD populations and applies specific understanding and communication strategies to engage and assess their needs and risk.
<b>5. Experience in Psychological or Social Work Practice at a senior level</b>	Working on complex clinical cases including undertaking assessments and clinical interventions for clients at risk of suicide and self-harm.
<b>6. Ability to manage ethical behaviour</b>	Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies. Oversees clinical practice of PCS staff to ensure ethical and professional standards are adhered to and reports to management where required.
<b>7. Planning and organisational skills</b>	Prioritising work to meet competing demands and timeframes. Oversees record keeping practices and communicates gaps and issues to management
<b>8. Qualifications</b>	Masters Degree in Clinical/Counselling/Forensic Psychology or Social Work, and full registration with the Psychology Board of Australia or Australian Association of Social Workers (AASW).
<b>DESIRABLE</b>	
<b>9. Possession of a current WA motor vehicle driver's license.</b>	
(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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### Reporting Relationships

**Title**  
Offender Support Assistant Director  
**Classification**  
L8

Responsible to

**Title**  
Prison Counselling Services Manager  
**Classification**  
L4SC

Responsible to

**This office**

Other offices reporting to this office

**Title and classification**  
  
Prison Counsellors L2 SC

Offices under direct responsibility

<b>Title</b>	<b>Classification</b>	<b>Number of FTEs supervised and controlled</b>
Nil		

### Location and Accommodation

Location

Various Metropolitan Locations

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	/ /