



Government of **Western Australia**
Department of **Corrective Services**

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 <i>VSO Relief Officer</i>		Special Conditions
Effective Date September 2016	Position Number 013974, 013975, 013976	Level VSO3
Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Woorloo Prison Farm

Divisional Outcomes

The Adult Justice Services Division is responsible for detention facilities, prisoner management programs that provide support and rehabilitation to adults who have offended, and the management of offenders in the community through probation and parole services. All these elements have a direct impact on the provision of corrective services provided by the Department; with the primary objective being to reduce offending, thereby protecting the community and guiding offenders towards a law abiding lifestyle. The role has primary accountability to fulfil obligations specified in corrective services legislation, and will consider staff welfare and community expectations, in particular victim concerns, in the achievement of key objectives.

Directorate Outputs

Adult Custodial Operations is responsible for the security and safe management of adult offenders in prisons throughout Western Australia.

Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with its business plan, resource management budget and statutory requirements;
Managing the Prison to ensure the care, well-being and developmental needs of prisoners are met;
Developing effective community and industry programs aimed at providing reparation to the community; and
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

Role of the Position

Woorloo Prison Farm is a minimum security prison located 56 kms north-east of Perth. The prison is a re-entry prison that has a large turnover of prisoners reaching their release date.

The Vocational & Support Officer –Instructor will undertake, instruct and supervise in various Workshops for both the prison and contract orders. Will provide relief assistance within the prison's workshops where required by prison management and is responsible for the provision of productive work for prisoners in all facets of work in industries at the prison.

This position will also be responsible for the provision of productive work for prisoners, meeting training and production deadlines whilst maintaining the good order of the Prison.

Position Title <i>VSO Relief Officer</i>		Special Conditions
Effective Date September 2016	Position Number	Level VSO 3
Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Wooroloo Prison Farm

Responsibilities of this Position

Training

- Undertakes appropriate on the job training of prisoners with different skill and knowledge levels.
- Undertakes induction training on workshop practices and procedures when required.

Production

- Maintain production level of the various industries/workshops area whilst relieving.

Resource Utilisation

- Maintains and coordinates the stock and purchasing of consumable products for various industrial and workshop areas.
- Maintains safe and appropriate storage of stock and equipment for the various areas.
- Ensures all required equipment for the industries/workshops area is in good working order.
- Establishes appropriate maintenance programs and delivery schedules for the industries/workshop area.
- Responsible for the management and reporting of funds allocated to the areas, whilst relieving.

Managing Offenders

- Specifically responsible for the day to day supervision and instruction of prisoners within the industries/workshop area.
- Plans, schedules and controls daily work activity of prisoners within the industries/workshop area.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

Policies and Procedures

- Complies and works within approved and established Occupational Safety and Health Regulations and procedures.
- Complies and works within approved and established security procedures.
- Follows workplace policies and procedures within the prison to achieve tasks.
- Recommends and implements policies and/or procedures within the area of responsibility and identifies and reports related gaps at an operational level.
- Ensures that quality control procedures are established and maintained at all times.

Workplace Relationships

- Ensures effective communication within and outside the team and with internal and/or external parties that include offenders, visitors, external providers/contractors and management.
- Supportive of the duties of all VSO officers in the Prison.

Information and Knowledge Management

- Maintains appropriate records to track expenditure, production and distribution of workshop products.
- Maintains appropriate employment and prisoner records for those attending the industries/workshop areas.
- Prepares various reports and correspondence on identified issues related to the area of responsibility. (This includes such things as production targets, Occupational Safety and Health records, incident reports, etc.)

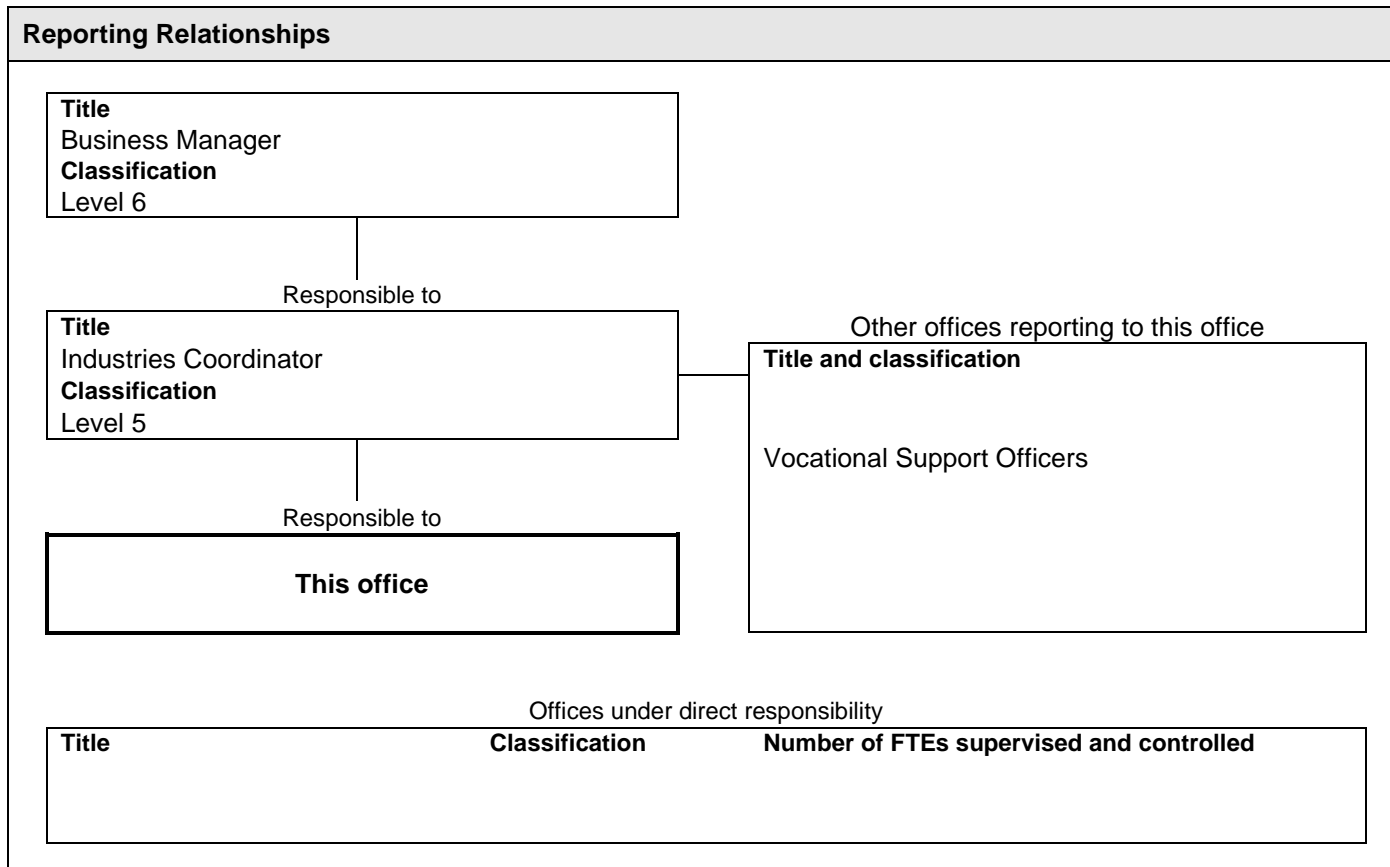
Other Duties

Other duties maybe required within the occupant's skill base under the Prisons Act, involving specific emergency assistance for a period limited in time at the request of the Superintendent to assist in the management of the Prison.

Position Title <i>VSO Relief Officer</i>		Special Conditions
Effective Date September 2016	Position Number	Level VSO3
Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Wooroloo Prison Farm

Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<u>ESSENTIAL</u>	
1. Possession of a Trade Qualification	Possession of a relevant trade qualification or recognised qualification in the industry.
2. Communication and Interpersonal Skills	Effective written, oral and interpersonal communication skills. The ability to write accurate incident reports, follow up, charge and recommendation of action reports responding to ministerial and ombudsman enquiries. The ability to adjust communication style to suit the cultural needs of clients.
3. Team Building and Maintaining Relationships	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team environment.
4. Information and Knowledge Management	The ability to use information and knowledge effectively and contribute to the development and delivery of training and education within the workshop.
5. Resource Management	The ability to manage human, financial and physical resources effectively to achieve outcomes.
<u>Pre Appointment Requirements:</u>	
Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:	
<ul style="list-style-type: none"> • Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist; • Receive a clearance through a National Criminal History check and the Departmental integrity assessment; • Possess a current 'C' and 'HR' motor vehicle driver's licence; • Possesses a Current Senior or Advanced First Aid Certificate from an accredited training provider and is valid for a period of 9 months or longer, and; • Be willing to undertake training applicable to the role through the Department's Training Academy. 	
(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).	

Position Title VSO Relief Officer		Special Conditions
Effective Date September 2016	Position Number	Level VSO3
Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Wooroloo Prison Farm



Location and Accommodation
Location Wooroloo Prison Farm, Great Eastern Highway, Wooroloo
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	/ /