



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 Assistant Community Corrections Officer		Special Conditions
Effective Date April 2011	Position Number Generic	Level 2
Division Community & Youth Justice	Directorate Adult Community Corrections	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

Contribute to community safety through effective and responsible offender management which focuses on reducing reoffending;
Ensure the integrity of sentences and orders is upheld
Provide advice to the Judiciary, releasing authorities and key stakeholders in a timely and efficient manner
Advice and support to victims of crime

Branch Outputs

Adult Community Corrections is responsible for reducing reoffending, managing the risk posed by offenders and promoting public safety in partnership with the community through the provision of appropriate advice and a robust system of enforcement and compliance with the orders of the court and releasing authorities. Adult Community Corrections provides an evidence-based service that is fair, professional and enhances positive behavioural change giving offenders an opportunity to adopt law-abiding lifestyles. It also provides mediation services to victims

Role of the Position

The Assistant Community Corrections Officer reports to the Team Leader ACC and undertakes low risk regime and provides support to other members of the Case Management Team to ensure offender compliance with orders (eg monitoring and reporting on attendance at community work and program activities).

Responsibilities include:

- management & oversight of the compliance of selected offenders on low risk regime and those offenders residing interstate.
- provision of an appropriate level of management and monitoring of offenders and defendants subject to electronic monitoring and offenders and defendants subject to curfews including the installation/retrieval of equipment and facilitating authorised absences during curfews.
- preparation of reports case management associated with the allocated workload
- preparation of Breach Advices and serving of Orders to Attend
- following up allocated offenders in relation to attendance at community work and programs.

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Responsibilities of this Position

1. Assessment and Offender Supervision

- Interviews, assesses and determines the placement of juvenile and adult offenders and defendants subject to community work requirements in accordance with departmental policies and procedures.
- Provides an appropriate level of management, oversight and monitoring of the performance of offenders and defendants subject to community work requirements to facilitate successful completion of orders
- Provides an appropriate level of management, oversight & monitoring through approved processes, [including home visits] of the compliance of selected offenders on low risk regime and those offenders residing interstate.
- Provides an appropriate level of management, oversight and monitoring of offenders and defendants subject to electronic monitoring and/or curfews including the installation/retrieval of equipment and facilitating authorised absences during curfews.
- Prepares reports associated with the allocated workload
- Prepares Breach Advices and serving of Orders to Attend

2. Stakeholder Relationships

- Liaises and negotiates with community stakeholders in regard to safety matters and in order to recruit and maintain community work projects
- Liaises with community work project personnel to facilitate successful offender placements
- Responds to general enquiries from stakeholders relating to compliance supervision & community work issues.
- Represents and positively promotes the Centre, Region, Division or Department at appropriate internal and external forums including regional and remote communities.
- Works collaboratively with other agencies, divisions & communities in relation to allocated offenders & defendants
- Attends court

3. Team Work

- Provides support to the Case Management team
- Participates constructively and positively within the Case Management team to achieve team outcomes.
- Researches and provides information on performance of community work and compliance when required including the provision of information on projects for ministerial launches/visits and newspaper articles.
- Supports centre staff as required
- Attends case management meetings

4. Policy and Procedures

- Understands and applies the "Adult Community Corrections Philosophy", the provisions of relevant legislation, policy and procedures applying to respectively to adult offenders/defendants and departmental staff.

5. Information and Knowledge Management

- Accesses, processes and applies identified and appropriate information both in manual and electronic formats.
- Collects and collates information to assist planning and reporting processes.

6. Cultural Change

- Actively supports a team environment that encourages a positive and innovative organisational culture.
- Actively supports and implements organisational change.

7. Continuous Improvement

- Identifies and implements opportunities for continuous improvement within the team.
- Reviews and improves processes, environment and systems within the established legislative and procedural framework.

8. Professional Behaviour

- Works in accordance with the Adult Community Corrections Philosophy; departmental values, policies, procedures and instructions as well as; the Code of Ethics and the Code of Conduct

9. Other Duties as Required

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
ESSENTIAL	
TEAMWORK	Demonstrated ability to work effectively within a work team
COMMUNICATION/INTERPERSONAL	Effective interpersonal skills, verbal and written (including keyboard skills and computer literacy) communication skills. The ability to communicate with diverse people in a culturally appropriate manner
TIME MANAGEMENT & ORGANISATIONAL	Ability to prioritise, organise and complete work within set time frames
PROBLEM SOLVING	The ability to develop solutions to problems to achieve desired outcomes
KNOWLEDGE	Knowledge of community resources
Special Requirements for those centres/branches that service regional areas:	
The following is a description of requirements when working in a centres/branches that service regional areas (these requirements may be applicable to metropolitan based positions that service regional areas):.	
When working in a regional area there is a requirement for every ACCO to be away from home for periods of time.	
Travel will be required to be undertaken when working in regional and/or remote areas so there is a requirement for every ACCO in a region to drive vehicles (including 4WD) with manual transmissions and as such, a current manual driver's licence (class C) must be held when working in a regional or remote area. There is also a requirement to travel via airplane including light aircraft.	
(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 Assistant Community Corrections Officer (Generic)		Special Conditions
Effective Date April 2011	Position Number Generic	Level TBD
Division Community & Youth Justice	Directorate Adult Community Corrections	Branch Various

Reporting Relationships								
Title <p style="text-align: center;">Manager</p> Classification <p style="text-align: center;">L7</p>	Responsible to							
Title <p style="text-align: center;">Team Leader</p> Classification <p style="text-align: center;">L6</p>	Responsible to							
This office		<p style="text-align: center;">Other offices reporting to this office</p> Title and classification Senior Community Corrections Officer L5 Community Corrections Officer L4 Assistant Community Corrections Officer LTBD						
Offices under direct responsibility								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Title</th> <th style="width: 30%;">Classification</th> <th style="width: 40%;">Number of FTEs supervised and controlled</th> </tr> </thead> <tbody> <tr> <td colspan="3">Nil</td> </tr> </tbody> </table>	Title	Classification	Number of FTEs supervised and controlled	Nil				
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Nil								

Location and Accommodation
Location Various
Accommodation – If in a designated regional area may attract government housing.
Allowances / Special Conditions
The Contract of Employment specifies conditions relating to this position. Travel - In regional areas will be required to be away from home for periods of time (see special requirements on page 3)

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	/ /