



# Job Description Form

## Department of Corrective Services Purpose

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

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| <b>Position Title</b><br><i>Recreation Officer</i> |  | <b>Special Conditions</b>                             |
| <b>Effective Date</b><br>February 2017             | <b>Position Number</b><br>004144                 | <b>Level</b><br>VSO 3                                 |
| <b>Division</b><br>Adult Justice Services          | <b>Directorate</b><br>Adult Custodial Operations | <b>Branch</b><br>Boronia Pre-Release Centre for Women |

### Divisional Outcomes

The outcomes of the Adult Custodial Portfolio are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle.

The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

In achieving these outcomes and outputs, community expectations, in particular victim concerns are taken into account.

### Directorate Outputs

The custody and control of prisoners  
The care and well-being of prisoners  
Reparation of the community  
A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

### Branch Outputs

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

### Role of the Position

Boronia Pre-Release Centre for Women is a minimum-security institution in the suburb of Bentley. Numerous programs are offered to residents including community programs that encourage residents to reintegrate back into the local community. The Centre aims to facilitate the process of re-entry through strengthening family ties and preparing residents through access to offence focussed and other rehabilitation programs. Boronia has a strong focus on community responsibility which is built by actively interacting with community members, both in the Centre and in the local community, to establish positive and mutually beneficial social networks.

The Recreation Officer develops recreation programs which provide the maximum opportunity for residents to participate and utilise recreation facilities. As far as possible, programs cater for the whole spectrum of resident's interests including programs suitable for mothers of young and adolescent children. Programs are developed with an opportunity for resident's input in order to promote a sense of responsibility, motivation of recreation interests and a degree of self-management which is consistent with Departmental recreation policy.

The Recreation Officer is responsible for developing and implementing a program to instruct women on wellness and healthy lifestyles. The position also coordinates the Centre's library and its use.

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### Responsibilities of this Position

#### Recreation

- Organises and coordinates hobby and recreational activities ensuring residents are instructed in the use of equipment and the manner in which to undertake these activities.
- Encourages residents to have input in the development of recreational programs to promote a sense of responsibility, motivation and a degree of self management.
- Develops and implements programs to instruct residents on wellness and healthy lifestyles including drug and alcohol awareness, coping with stress and the importance of relaxation and recreation.
- Establishes appropriate hobby, sporting and recreational activity programs for the Centre to cater for the whole spectrum of prisoner interests including those suitable for mothers with young children and adolescent children.
- Coordinates and manages special events for residents within the Centre e.g. Naidoc week, Christmas, etc.
- Undertakes appropriate library training and induction to library practices for residents with different skill and knowledge levels.
- Creates, organises and provides activities for residents in their free time covering areas such as bingo, videos, sport, outside bands and handicraft.

#### Resource Management

- Manages and reports on funds allocated for recreation and library.
- Maintains and coordinates the stock and purchasing of consumable products for recreation and library.
- Ensures all sporting, hobby and library equipment is maintained and appropriately stored.
- Manages gym facilities.
- Works with volunteers to introduce recreational options for residents.

#### Managing Offenders

- Coordinates recreational and library activities and is responsible for the day-to-day supervision and instruction of residents during these activities.
- Ensures the custody of residents is in accordance with the requirements for the good order of the Centre.
- Plans and controls daily work activity of residents within the library.

#### Policies and Procedures

- Ensures that work is carried out in accordance with:
  1. DCS OSH policies and procedures and OSH Act 1984 & OSH Regulations 1996.
  2. Approved and established security procedures.
  3. Local policies and procedures to carry out tasks.
- Recommends and implement local Centre specific policies and/or procedures within the workshop, and identifies and reports on gaps at an operational level.
- Ensures that quality control procedures are established and maintained at all times.

#### Workplace Relationships

- Ensures effective communication with internal and external parties including staff, management, residents, visitors, external service providers and volunteers.

#### Information and Knowledge Management

- Maintains appropriate records.
- Reports and prepares correspondence on identified issues relating to the library, recreation activities special events and hobbies.

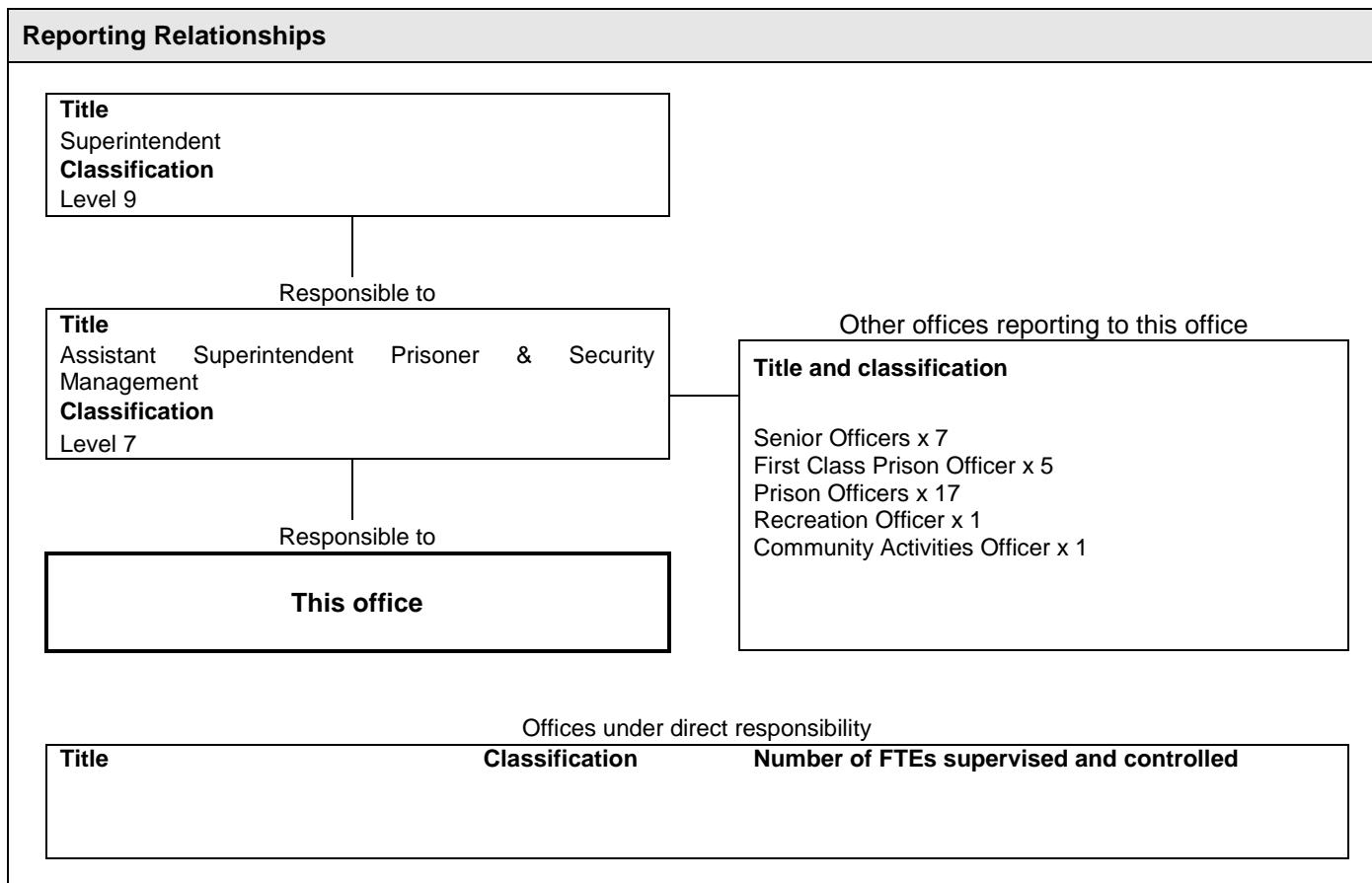
#### Other

- Other duties

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| <b>Work related requirements<br/>(Selection Criteria)</b>   | <b>Context within which criteria will be applied and/or<br/>general standard expected</b>   |
|---|---|
| <b><u>ESSENTIAL</u></b>   |   |
| <b>1. Possession of a qualification in Recreation and experience in the Delivery of Recreational Programs</b>   | Certificate II in Sport and Recreation or equivalent qualification. Providing offenders with constructive recreational service. Ensuring the safety of participants with diverse needs such as pregnant mothers, mothers of neonatal infants and women with disabilities in recreational activities.  |
| <b>2. Communication and Interpersonal Skills</b>  | Utilising written and oral communication to convey information to different audiences. Working professionally with others in a team environment.  |
| <b>3. Interpersonal and Team Building Skills</b>  | Encouraging input from residents and staff in the development of recreational activities. Participating in, leading and facilitating work groups. Establishing and managing effective workplace relationships.  |
| <b>4. Ability to Work with Women in Custody</b>   | Participate constructively and positively within multi-disciplinary workplace teams in a case management approach. Showing sensitivity and awareness of cultural and gender issues and behaving ethically. Possessing knowledge of women's imprisonment issues. Having an understanding of child development and parenting skills, community liaison and development. |
| <b>5. Organisational Skills</b>   | Planning programs. Scheduling and coordinating activities. Using available resources in the most effective manner.  |
| <b>6. Computer Skills</b>   | Utilising programs and applications for word processing, emails, data entry and spreadsheets.   |
| <b>Pre-Appointment Requirements</b>   |   |
| 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"> <li>• Complete the Employment Profile Assessment as determined by the DOJ Recruitment Psychologist;</li> <li>• Receive a clearance through a National Criminal History check and the Departmental integrity assessment;</li> <li>• Possess a current 'C' class motor vehicle driver's licence;</li> <li>• Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and</li> <li>• Be willing to undertake training applicable to the role through the Department's Training Academy.</li> </ul> |   |
| <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).</b>   |   |

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| <b>Location and Accommodation</b>  |
| Location<br>Hayman Road, Bentley   |
| Accommodation<br>N/A   |
| <b>Allowances / Special Conditions</b>                                     |
| The Contract of Employment specifies conditions relating to this position. |

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