



Job Description Form

Department of Justice 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 Aboriginal Activities Instructor		Special Conditions N/A
Effective Date May 2014	Position Number 010237	Level VSO 3 (Monday to Friday)
Division Adult Custodial	Directorate Custodial Operations	Branch Casuarina Prison

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

Custody and containment;
Care and well being;
Reparation; and
Development and reintegration.

Branch Outputs

Managing the prison to ensure the security and good order or the prison is maintained in line with its Business Plan, resource management budget and statutory requirements.
Managing the prison to ensure the care, well being and development needs of prisoners are met.
The development of effective community and industry programs aimed at providing reparation to the Community.
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

Role of the Position

Casuarina Prison is situated approximately 40 klms from the CBD of Perth and is the State's largest Maximum Security prison designed to hold sentenced prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences and who have long terms of imprisonment and are rated Maximum Security. The Prison handles only male offenders, has a considerable budget and in the vicinity of 320 members of staff.

The Aboriginal Activities Instructor is responsible for the daily operations of the Life Skills area within the Aboriginal Learning Centre and works in collaboration with the Coordinator Aboriginal Prisoner Services.

The position will work in conjunction with the Vocational Skills Officers in developing, coordinating and delivery of an array of vocational skills and activities which are appropriate and customised to Aboriginal need.

The Aboriginal Activities Instructor will act as a role model; provide motivation, encouragement and support and develop positive relationships when working with Aboriginal men in custody to gain knowledge, skills and abilities to reduce re-offending.

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Responsibilities of this Position

Training

Coordinates the development and delivery of life skills acquisition programs and associated activities.
 Undertakes appropriate on the job training of Aboriginal prisoners with different skills and knowledge levels.
 Undertakes induction training on workshop practices and safety procedures when required.
 Delivers and develops training programs in response to identified needs, legislative, procedural and policy imperatives.
 Monitors assessment processes to ensure consistency and adherence to approved assessment requirements.
 Responsible for the day-to-day supervision and instruction of prisoners within the Centre.
 Participate in training required to develop personal skills to enhance delivery of services to prisoners.

Policy and Procedures

Ensures compliance with relevant legislation, guidelines and procedures.
 Implements policies and procedures and identifies and reports on shortfalls at an operational level.
 Ensures quality control procedures are established and maintained.
 Ensures the custody of prisoners is in accordance with the requirements for the good order of the Prison.

Information and Knowledge Management

Maintains appropriate records and reports, including incident reports.
 Maintains appropriate records of offenders attending programs and activities.
 Maintains notice boards and information systems.

Resource Management

Ensures regular maintenance of equipment.
 Manages the effective and efficient use of allocated physical, human and financial resources.
 Liaise with line manager and reports on the use of the budget.

Workplace Relations

Identifies and discusses any issues with the effectiveness of the delivery of activities.
 Ensures effective communications within the team and with internal and external parties, including offenders, visitors and external providers.
 Participates in identifying opportunities for continuous improvement within the 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 and manages staff 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. Training and Activity Development and Facilitation Skills.	Developing and providing Aboriginal offenders with training and activities relevant to life skills acquisition. Encouraging participation. Ensuring the safety of participants and staff during training and activities.
2. Possession of a Trade Qualification.	Position of a relevant trade qualification or recognised qualification in an industry.
3. Communication and Interpersonal Skills.	Effectively liaising orally and in writing. Adjusting communication style and methods to suit the needs of Aboriginal offenders. Working professionally with others in a multi-disciplinary team environment.
4. Organisational Skills.	Scheduling and planning constructive day sessions for Aboriginal offenders.
5. Cultural Awareness.	Providing services and activities in a culturally appropriate manner. Understanding of cultural and social issues relevant to Aboriginal people.
<u>DESIRABLE</u>	
Possession of Certificate IV in Workplace Assessment and Training or Approved Equivalent.	
Current First Aid Accreditation	
Pre Appointment Requirement	
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 DOJ Recruitment Psychologist. • Receive a clearance through a National Criminal History check and the Departmental integrity assessment; • Possess a current 'HR' class motor vehicle driver's licence • Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider and; • Be willing to undertake training applicable to the role through the Departments 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).	

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Reporting Relationships

Title
Manager Industries & Facilities
Classification
Level 6

Responsible to

Title
Vocational Skills Supervisor
Classification
VSO 4

Responsible to

This office

Other offices reporting to this office

Title and classification

Vocational Skills Instructor – VSO 3 x 2

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled
Nil		

Location and Accommodation

Location
Casuarina Prison, 288 Orton Road, Casuarina, WA, 6966

Accommodation
N/A

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	/ /