



Government of **Western Australia**
Department of **Justice**

Job Description Form

Department of Justice Purpose

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

Position Title Community Work Officer		Special Conditions WWC
Effective Date September 2013	Position Number Generic	Level 2
Division Youth Justice Services	Directorate Community, Diversionary and Rehabilitation Services	Branch Various Locations

Divisional Outcomes

Reducing offending, protecting the community and encouraging offenders towards law-abiding lifestyles.

Directorate Outputs

- Young offenders managed in the community
- Adult offenders managed in the community
- Prevention and diversion services

Branch Outputs

- Young offenders managed in the community
- Adult offenders managed in the community
- Prevention and diversion services

Role of the Position

Under the direction of the Team Leader or Manager of the Community and Youth Justice Centre, the role of the Community Work Officer (CWO) is to work with designated offenders subject to community work obligations of Orders issued by the sentencing and releasing authorities. They work with the aim of ensuring that the offenders in their care satisfy the requirements of their community work obligations according to legislation and Departmental policy in a manner that they, the offenders make reparation to the community through the work undertaken, yet retain a sense of dignity and self worth, and where possible have an opportunity to develop new skills and thus contribute to their rehabilitation.

Working with these offenders also involves the Officer to:

- Manage a work group comprised of individuals who may have differing degrees of motivation and skills to perform the tasks expected,
- Undertake their duties with understanding of and sensitivity to diverse cultural groups.
- Give guidance and direction to the individuals as to how best to perform the practical tasks expected of them
- Liaise with representatives of those agencies in the community that have requested tasks to be performed.

SPECIAL REQUIREMENTS: CWO positions are located across the State. Some positions may require regional or remote travel, weekend work and work in various locations as per business needs. Some positions work solely with young offenders or adult offenders. Some positions across the State work with both groups of offenders.

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Responsibilities of this Position

The management of offenders in the community requires a Community Work Officer to:

1. Customer Service

- Supervise offenders on community work projects in order to achieve compliance with community based order requirements. This responsibility may include transporting offenders to and from the work project and working along side offenders to increase motivation. CWOs working with offending youth are required to have a sound understanding of youth developmental stages and ability to adapt work tasks suitable to developmental needs of the young person.

2. Team Work

- Participate constructively within a team to achieve the identified tasks.

3. Policy and Procedures

- Adhere to Community and Youth Justice policies and procedures, in particular those associated with the management of offenders undertaking community work activities.
- Ensure that these procedures are established, understood and maintained at all times. This includes working ethically, and within the Department's Code of Conduct.
- Ensure Safe Operating Procedures are implemented and monitored in accordance with Departmental OSH policies and procedures.

4. Resource Management

- Manage and maintain to a high standard the operational resources used by offenders on community work projects in accordance with Departmental OSH policies and procedures (eg equipment, vehicles, safety gear).

5. Customer Relationships

- Liaise with project personnel in regard to community work tasks and ensure effective communication between relevant parties to achieve a positive outcome
- Respond to enquiries from offenders and Departmental personnel regarding community work

6. Information and Knowledge Management

- Record relevant information relating to offenders on community work projects and maintain a high level of confidentiality.

7. Continuous improvement

Contributes to those processes that identify opportunities for, and make improvements to the work undertaken by the DCS Repay WA Community Work Scheme

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Qualifications	Holding and maintaining a current "C Class", Western Australian Driver's Licence. Current holder of or ability to obtain a Working with Children Check.
2. Trade skills and resource management	Demonstrated experience in manual trades, light industry and / or arts and crafts. The ability to manage people, equipment and facilities to achieve the best results.
3. Occupational, Health and Safety	Knowledge of Occupational, Health and Safety standards and legislation relevant to the workplace.
4. Time Management, Organisation & Problem Solving	Ability to organise, plan and prioritise work to meet targets and time frames in a changing environment. Developing practical solutions to problems, especially when supervising individuals presenting difficult behaviours.
5. Communication, Interpersonal, and Teamwork	Effective oral communication and interpersonal skills in a range of settings and groups of people. The ability to adjust methods and styles of communication to suit the cultural needs of clients. Ability to motivate and encourage difficult customers to achieve positive results. The ability to participate in, lead and facilitate work groups to achieve positive outcomes
6. Ethical Behaviour	Demonstrated ability to use appropriate conduct in a range of situations. Ability to determine how to respond in situations which involve confidential and sensitive information.
<u>DESIRABLE</u>	
1. Qualifications	Senior First Aid Accreditation Safety Awareness Training (White Card)
<u>ELIGIBILITY</u>	
Current holder of or ability to obtain the relevant clearance under the Working with Children (Criminal Record Checking) Act 2004 (the Act).	
This position is identified under section 6 of the Act as "Child Related Work". Applicants must have a current Working with Children Check or be able to successfully apply for one to be eligible for appointment to this position.	
(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
Classification
Level 7

Responsible to

Title
Team Leader
(Other local arrangements may apply from centre
to centre)
Classification
Level 6

Responsible to

This office

Other offices reporting to this office

Title and classification

Senior Community Work Officer, L3, various

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled

Location and Accommodation

Location: Metropolitan and Regional

Accommodation: GEHA as applicable in regional areas

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	/ /