



# 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.

<b>Position Title</b> Senior Youth Justice Officer		<b>Special Conditions</b> WWC
<b>Effective Date</b> August 2011	<b>Position Number</b> Generic	<b>Level</b> 5
<b>Division</b> Community and Youth Justice	<b>Directorate</b> Youth Justice Services	<b>Branch</b> Youth Court Services

### Divisional Outcomes

Reduce offending, protection of the community and guidance of young people who have offended towards the adoption of law abiding lifestyles.  
Effective business systems and services that support the Departments success.

### Directorate Outputs

Young people who offend managed in the community.  
Young people who offend managed in custody.  
Prevention and Diversion Services.  
Intervention Services.  
Victim Services.

### Branch Outputs

Youth Justice Services is a multi-disciplinary team working to provide an evidence based responsive service to young people and their families when they come into contact with the youth justice system. It aims to reduce antisocial behaviour, strengthen interagency partnerships and prevent likelihood of further escalation through the youth justice system.

### Role of the Position

Senior Youth Justice Officers working in Youth Justice Court Services represent (on a rostered basis) the Department of Corrective Services in the Perth Children's Court and other children's courts as required to present options consistent with the general principles of *The Young Offenders Act*.

The role includes:

- liaison with Police Prosecutors, Director Public Prosecutions (DPP) and defence or duty counsel on matters relating to young people held in custody and young people who may need special consideration due to their development, cultural issues and maturation.
- pre-court liaison and support service to young people and their families who appear in Children's Courts
- post-court explanation of responsibilities and information in relation to orders that young people have been placed on by the court
- monitoring standards and quality of advice reports to the children's court

The Senior Youth Justice Officer also provides advice, training, coaching and mentoring to Youth Justice staff as well as training YJS centre statutory staff on Children's Court preparation, procedures and representation

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### Responsibilities of this Position

The role of Senior Youth Justice Officer as it applies to working in Youth Court Services entails a range of responsibilities as listed below. Not all Senior Youth Justice Officers will necessarily be required to undertake all components all the time as they will be rostered into various centres and or courts for periods of time.

#### SERVICES TO JUDGE & MAGISTRATE AT CHILDREN'S COURTS

- On a rostered basis works at Perth Children's Courts
- Represents Government and Departmental Policy and Practice in relation to Youth Justice
- Represents Department of Corrective Services in children's courts to present options consistent with the general principles of *The Young Offenders Act*
- Provides information on programs available to young people appearing before the court
- Liaises with Police Prosecutors, DPP and defence or duty counsel on matters relating young people held in custody and young people who may need special consideration due to development maturation and cultural issues
- Makes submissions on young people's suitability for diversionary programs

#### SERVICES TO YOUNG PEOPLE AND THEIR FAMILIES

- Provides pre-court liaison and support service to young people and their families who appear in Children's Courts
- Provides post-court explanation of responsibilities and information in relation to orders that young people have been placed on by the court
- Provides intervention and support strategies to young people and their families appearing in Children's Courts
- Links young people and families to services in the community

#### PROFESSIONAL PRACTICE SUPPORT

- Provides feedback to the Manager YJS Court Services on the quality of Departmental input to Children's Courts
- Provides feedback to the Manager YJS Court Services on the views and concerns of the Children's Courts

#### TRAINING, COACHING AND MENTORING

- Mentors YJS staff in relation to legislation, policy & standards in conjunction with YJS Centre Team Leaders
- Informs YJS staff on legislation updates as well as decisions and rulings of Children's Courts
- Trains new and existing YJS staff in relation to Children's Court preparation, procedures and representation

#### WORKING AT METROPOLITAN CENTRES

- On a rostered basis works at allocated YJS centres and Children's Courts where a metropolitan centre is represented
- Trains centre statutory staff on Children's Court advice preparation, procedures and representation
- When available attends and participates in centre based meetings, planning and other activities
- Works collaboratively with Centre Managers and Team Leaders
- Provides verbal reports and advice to Children's Courts and maintains required written information in accordance with policy and procedure

#### FOLLOW POLICY AND PROCEDURES

Understands, complies with and works within the Youth Justice Services philosophy, the Department's policies, procedures and legislative requirements associated with the management of young people who have offended and are in the community and as they apply to Departmental staff.

#### PLANNING

Contributes to business and operational plans for Youth Court Services.

#### STAKEHOLDER RELATIONSHIPS

Consults and collaborates with families, communities, external service providers, community organisations, external agencies and other professionals to facilitate the management and rehabilitation of young people.

Engages in dual reporting responsibilities whereby; the professional management will be undertaken by the Manager of Youth Court Services and the day to day operational management by the Manager of the Metropolitan Youth Centre.

#### TEAMWORK

Participates constructively and positively within workplace teams.

#### CULTURAL CHANGE

Participates within and contributes to a positive and innovative workplace environment.

#### CONTINUOUS IMPROVEMENT

Participates in the identification of and applies opportunities for continuous improvement within the Branch and Centre.

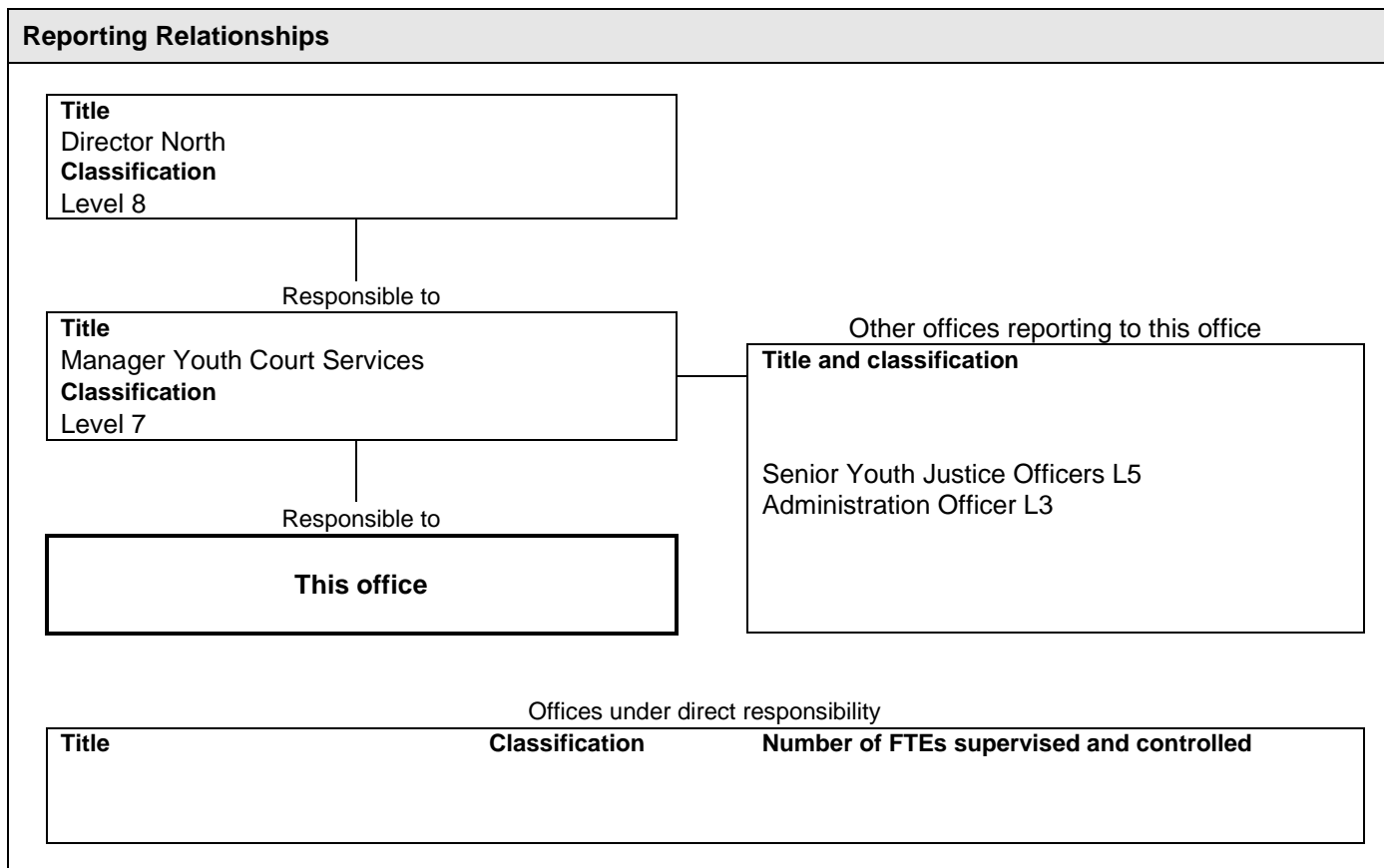
#### OTHER DUTIES

Undertakes other duties as required

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
1. Eligibility	<p>Current holder of or ability to obtain the relevant clearance under the Working with Children (Criminal Record Checking) Act 2004 (<i>the Act</i>).</p> <p>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.</p>
2. Qualifications	Tertiary qualification in Social or Behavioural Science or commensurate relevant professional experience.
3. Skills	<p>Communication ( highly effective written, verbal and interpersonal)</p> <p>The ability to effectively represent the Department in court. Ability to liaise and work professionally with the judiciary and key stakeholders involved with court processes.</p> <p>Ability to work with difficult and/or challenging people using effective strategies in a culturally appropriate manner</p> <p>Coaching and Mentoring - The ability to lead by example, model appropriate behaviours and assume the role of mentor and coach.</p> <p>Teamwork</p> <p>Problem solving</p> <p>Analytical skills</p>
4. Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of policies and procedures relating to management of young people who have offended and are in the community and relevant legislation including the Young Offender's Act, Children's Court of WA Act, Bail Act, Sentencing Act and Sentence Administration Act.</li> <li>• Knowledge of culturally effective practices.</li> <li>• Knowledge of developmental stages, levels of maturity and needs of young people.</li> <li>• Knowledge and understanding of counselling and intervention techniques, particularly as they apply to young people who offend</li> </ul>

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<b>Location and Accommodation</b>
Location Various Metropolitan Locations
Accommodation
<b>Allowances / Special Conditions</b>
The Contract of Employment specifies conditions relating to this position.

<b>Certification</b> 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