



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

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 <i>Clinical Supervisor - Programs</i>		Special Conditions Specified Calling
Effective Date September 2014	Position Number Generic	Level L3 SC
Division Offender Services	Directorate Offender Programs	Branch Offender Programs

Divisional Outcomes

Offender Services division is responsible for the development and provision of programs and services that facilitate the rehabilitation of offenders. It includes the provision of health services to offenders in custody and the provision of programs, support and counselling as part of the integrated offender management framework."

Directorate Outputs

Offender Programs leads the coordinated research, development and delivery of offender programs, education and services that seek the ability for clients to adapt, cope and exhibit pro-social behaviour within a custodial environment and in the community.

Branch Outputs

- Rehabilitative program delivery
- Cognitive skills training
- Specialist support and advice

Role of the Position

The position provides supervision and conducts assessment and treatment of complex cases. This position resolves/addresses complex clinical issues and supervises Senior Programs Officers and Programs Officers in the areas of assessment, treatment, group delivery and report preparation.

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Responsibilities of this Position

CLINICAL SUPERVISION

- Supervises clinical staff to support ethical practice and standards, ensuring programs are delivered in a consistent and effective manner.
- Provides clinical oversight of external contractor work standards and performance; reporting any issues to the Program Delivery Manager.
- Identifies training and professional developmental needs of staff and acts in a supervisory role to provide/coordinate such training.
- Supervises clinical reports and record keeping; and addresses clinical issues within the supervision relationship.

OFFENDER ASSESSMENT AND INTERVENTION SERVICES

- Maintains clinical skills by delivering interventions and providing assessments of offenders.
- Supports the clinical team by providing supervision of clinical interventions when complex issues arise.
- Supports staff, where required, by assisting with difficult clinical issues in the direct clinical environment.
- Provides high level advice to releasing authorities where required.

CONSULTATION

- Works with the Program Delivery Manager to ensure effective clinical interventions are provided to offenders in prison and/or community settings as they are designed; and in accordance with agreed upon delivery schedules.
- Supports the Program Delivery Manager to provide professional oversight of clinical staff. Work with the Program Delivery Manager to identify any staff performance development issues and plans to assist with such in a supervisory role.
- Highlights clinical training needs and communications such to the Program Delivery Manager.
- Performs as a senior member of the program unit management team, leading good clinical practice within the team.
- Develops and maintains constructive working relationships with key departmental and external stakeholders to ensure clinical service delivery is of a high standard and is maintained according to expected time lines.

PROGRAM PLANNING AND DELIVERY

- Keeps informed of the Department's strategic goals and clinical service delivery priorities.
- Monitors, in supervision, the effectiveness of program delivery with the client population and liaises with the Clinical Governance Unit.
- Advises the Program Delivery Manager of significant program planning, development and evaluation issues to enable consideration of strategic implications.
- Alerts the Program Delivery Manager to highly contentious issues.

ETHICAL BEHAVIOUR

- Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

EQUITY DIVERSITY AND OCCUPATIONAL SAFETY AND HEALTH

- Applies, promotes and manages 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

- Performs 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. Leadership and Supervision Skills	Leads and professionally and provides clinical supervision to team members. Provides supervision and monitoring of professional standards. Provides resolution of complex ethical issues and provides and accepts feedback. Works consistently with the OSD supervision procedural guidelines
2. Knowledge and Experience in Managing a Clinical/ Counselling and Support Services	Managing services to meet diverse client needs. Applying contemporary clinical practices and principles in offender program development, delivery, evaluation and counselling and support services. Understanding and responding to socioeconomic factors affecting offender populations.
3. Knowledge and Experience in Treatment of Offender Rehabilitation	Experience in working with mandated clients in the delivery of therapeutic programs.
4. Ability to Supervise Clinical Services/ Therapeutic Interventions to Culturally Diverse People	Managing culturally appropriate therapeutic programs for Aboriginal/ Torres Strait Islander people and/or culturally and linguistically diverse groups. Understanding cultural sensitivities and responding to the needs of diverse cultural populations.
5. Clinical Supervision	Supervises diverse teams within a clinical program delivery environment. Supervises and oversees treatment completion reports, ensuring they meet appropriate standards and comply with program integrity requirements. Identifies professional development gaps and provides/coordinates effective training to support clinical staff members. Reporting any clinical issues of concern to the Program Delivery Manager.
6. The Ability to Manage Ethical Behaviour	Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.
7. Qualifications	Masters Degree in Clinical/Counselling/Forensic Psychology or Social Work, and full registration with the Psychology Board of Australia or Australian Association of Social Workers (AASW).
(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 Director Offender Programs Classification 8
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Responsible to

Title Program Delivery Manager Manager Specialist Unit Classification 7

Responsible to

This office

Other offices reporting to this office

Title and classification

Senior Programs Officers L2 SC
Programs Officers L1 SC
Administrative Assistant L2
Supervisor Cog Skills L6
Supervisor AFPU L6
Aboriginal Senior Programs Officer L5
Indigenous Program Facilitator L5
Coordinator Cog Skills L5

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled

Location and Accommodation

Location
Various Metropolitan Locations

Accommodation

Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.
The incumbent will be required to undertake work outside normal office hours.

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	/ /