



# 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.

<b>Position Title</b> <i>Recreation Officer</i>		<b>Special Conditions</b>
<b>Effective Date</b> January 2015	<b>Position Number</b> 010333	<b>Level</b> VSO 2
<b>Division</b> Adult Justice Services	<b>Directorate</b> Custodial Operations	<b>Branch</b> Pardelup Prison Farm

## Divisional Outcomes

The Adult Justice Services Division is responsible for detention facilities, prisoner management programs that provide support and rehabilitation to adults who have offended, and the management of offenders in the community through probation and parole services. All these elements have a direct impact on the provision of corrective services provided by the Department; with the primary objective being to reduce offending, thereby protecting the community and guiding offenders towards a law abiding lifestyle. The role has primary accountability to fulfil obligations specified in corrective services legislation, and will consider staff welfare and community expectations, in particular victim concerns, in the achievement of key objectives.

## Directorate Outputs

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

## Branch Outputs

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

## Role of the Position

Pardelup Prison Farm is a minimum security prison located approximately 30km west of Mt Barker. The Farm operates as a 6,300 acre breeding property which supports and promotes the philosophy of a community reintegration facility for prisoners. Pardelup Prison Farm combines three elements: the strong community focus of a work camp, the structured custodial environment of a traditional prison, and the emphasis on reintegration that will be an increasingly important feature of all prisons in the future.

The Vocational and Support Officer - Recreation will develop recreational programs which will provide maximum opportunity for prisoner's participation and utilisation of recreation facilities and, as far as possible, cater for the whole spectrum of prisoners' interests. Programs should be developed with an opportunity for prisoners' input in order to promote a sense of responsibility which is consistent with departmental recreation policy. The office holder is responsible for developing and implementing programs to instruct prisoners on wellness and healthy lifestyles and maximise opportunities for offenders to participate in recreational activities and utilise facilities that will assist in their training and acquisition of skills.

<b>Position Title</b> Recreation Officer		<b>Special Conditions</b>
<b>Effective Date</b> January 2015	<b>Position Number</b> 010333	<b>Level</b> VSO 2
<b>Division</b> Adult Justice Services	<b>Directorate</b> Custodial Operations	<b>Branch</b> Pardelup Prison Farm

### Responsibilities of this Position

#### Recreation and Activities

Organises and coordinates activities for prisoners. Prisoners should have some input in order to promote a sense of responsibility, motivation and degree of self-management.

Establishes appropriate sporting and recreational activity programs for the prison to cater for prisoners of all ages and interests.

Plans and establishes monthly recreation and sporting programs for the prison.

Coordinates and manages special events for prisoners within the prison. (NAIDOC week, New Year, Christmas, Easter, etc)

Maintains and coordinates the stock and purchasing of consumable products for recreation.

Maintains safe and appropriate storage of sport/gym equipment for the prison.

Ensures all required sporting equipment for the prison is in good working order.

Coordinates and supervises special projects under Section 95.

#### Resource Management

Responsible for the management and reporting of funds allocated to recreation/activities.

#### Managing Offenders

Coordinates prisoners participating in sporting and recreational activities.

Supervises prisoners attending the activities and projects as directed by Superintendent.

Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

Ensures prisoners are instructed in the correct use of sporting and gym equipment.

#### Policies and Procedures

Complies and works within approved and established Occupational Safety and Health Regulations and procedures.

Complies and works within approved and established security procedures.

Follows workplace policies and procedures within the Prison to achieve tasks.

Implements policies and/or procedures within the work area, and identifies and reports related gaps at an operational level.

Ensures that quality control procedures are established and maintained at all times.

#### Workplace Relationships

Ensures effective communication within and outside the team and in liaison with internal and/or external parties that include offenders, visitors, external providers / contractors, and community groups.

#### Information and Knowledge Management

Prepares various reports and correspondence on identified issues related to recreation and activities. (This includes such things as recreation programs, special event coordination, Occupational Safety and Health, incident reports, etc.)

#### 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 in accordance with relevant standards, values and policies.

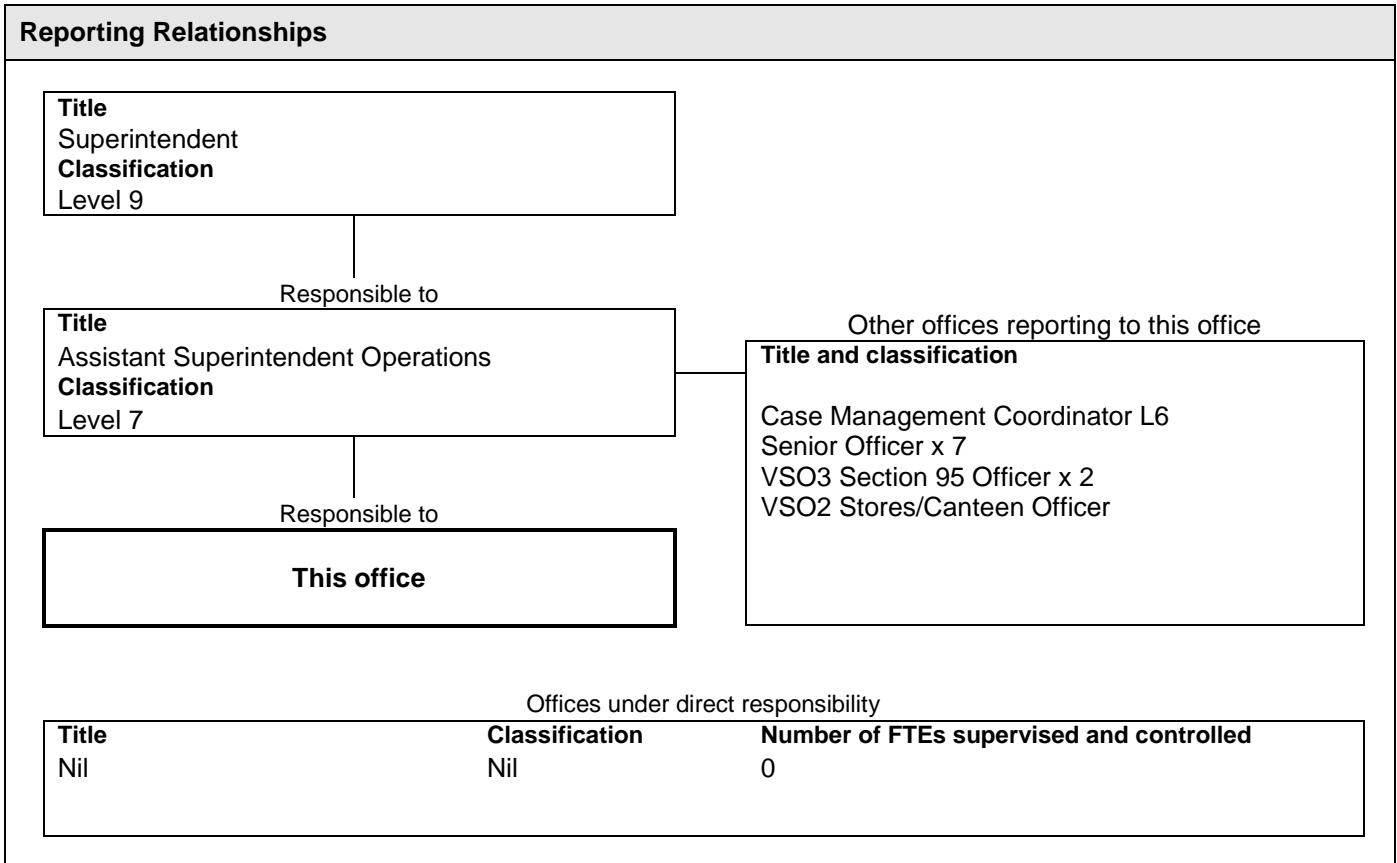
#### Other

Other duties as directed.

<b>Position Title</b> <i>Recreation Officer</i>		<b>Special Conditions</b>
<b>Effective Date</b> January 2015	<b>Position Number</b> 010333	<b>Level</b> VSO 2
<b>Division</b> Adult Justice Services	<b>Directorate</b> Custodial Operations	<b>Branch</b> Pardelup Prison Farm

<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b><u>ESSENTIAL</u></b>	
<b>1. Experience in the Delivery of Recreational Programs.</b>	Providing offenders with constructive recreational service. Ensuring the safety of participants in recreational activities.
<b>2. Communication and Interpersonal Skills</b>	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team environment.
<b>3. Organisational Skills</b>	Planning, prioritising and completing work within set timeframes.
<b>4. Resource Management</b>	The ability to manage, human, financial and physical resources effectively to achieve outcomes.
<b>5. Cultural Awareness</b>	Providing services and programs in a culturally appropriate manner. Understanding of cultural and social issues, including those relevant to Aboriginal people.
<b><u>DESIRABLE</u></b>	
<b>1. Computer Skills</b>	Utilising programs and applications for word processing, data entry, spreadsheets and emails – or a willingness to learn.
<p>Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. <b>A successful applicant must:</b></p> <ul style="list-style-type: none"> <li>• Successfully undertake the Australian Institute of Forensic Psychology's psychological assessment;</li> <li>• Receive a clearance through the Departmental criminal screening and integrity assessment;</li> <li>• Possess a current 'MR' 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 and/or other appropriate provider</li> </ul> <p>(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).</p>	

<b>Position Title</b> Recreation Officer		<b>Special Conditions</b>
<b>Effective Date</b> January 2015	<b>Position Number</b> 010333	<b>Level</b> VSO 2
<b>Division</b> Adult Justice Services	<b>Directorate</b> Custodial Operations	<b>Branch</b> Pardelup Prison Farm



<b>Location and Accommodation</b>
<b>Location</b> Pardelup Prison Farm 156 Pardelup Road Mount Barker WA 6324
<b>Accommodation</b> Government housing may not be available in this location
<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	/ /