



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 Prison Support Officer		Special Conditions 50d
Effective Date November 2012	Position Number Generic	Level 4
Division Offender Management & Professional Development	Directorate Offender Services	Branch Offender Support

Divisional Outcomes

The *Offender Management and Professional Development Division* provides rehabilitative services incorporating education, program delivery, health services, professional development, recruitment, training, performance management, sentence management and the provision of support and counselling for Aboriginal and Torres Strait Islanders.

Directorate Outputs

Offender Services 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 programs
- Self-harm and suicide risk assessment and intervention
- Prisoner counselling services
- Cognitive skills training
- Specialist support
- Prisoner support

Role of the Position

Contributes to the overall suicide and self-harm intervention and prevention strategy within a custodial setting.

Facilitates an integrated approach between custodial staff and prisoner support team aimed at the early identification and support of prisoners at risk.

Manages the performance and training of the Peer Support Team.

Identifying the need for and coordinating at site level appropriate suicide prevention training programs to the Peer Support Team.

Meets regularly with the Senior Officers to provide debrief on issues and concerns identified through communication with Peer Support team.

Lead, train and support prisoners selected as team members.

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Responsibilities of this Position

Services are provided from a specific prison site. Metropolitan based Officers may on occasions be required to provide services from more than one site dependent on the level of demand.

Management and Coordination of Peer Support Team

Manages the performance of Peer Support Team members to facilitate the quality of services they provide and outcomes they achieve.

- Train the Peer Support Team members and provide them with the skills to successfully complete their role.
- Facilitate weekly and monthly meetings and provide minutes of these meetings to relevant prison staff and direct Line Manager.
- Facilitate weekly supervision of team members.

Marketing the Peer Support role, to both prisoners and prison staff, and identify and recruit suitable prisoners into the role.

Leads, trains and supports prisoners selected as team members by:

- Assisting with the orientation of new prisoners to the site.
- Coordinate venue, room, prisoner availability, etc. and liaise with Suicide Prevention Administrator for the delivery of suicide prevention training to the Peer Support Team.
- Identifying prisoners experiencing adjustment and other problems and advise the Senior Officer in the particular Unit or relevant prison.

Service Delivery

Individual Prisoners

- Provides support to the individual prisoners who are seeking/have been referred for assistance in keeping in line with the overall suicide and self-harm intervention and prevention strategy.
- Ensures early identification of prisoner problems and issues and receives feedback to optimise preventive care.

Data Collection and Reporting

- Completes paperwork to comply with prisoner management information requirements by collecting data and updating information.
 - Monthly statistical reports for direct Line Manager/Prison Management.
 - Weekly and monthly meeting minutes.

Consultation and Liaison

- Engages in a multi-disciplinary approach by interacting and consulting with key stakeholders in relation to Peer Support, including Prison Management, Prison Counsellors, AVS, Programs staff, direct Line Manager, Health Services and other individuals and groups to progress issues of priority.
- Participates and contributes during multidisciplinary meetings regarding the management of at risk prisoners (Prisoner Risk Assessment Group – PRAG) or at Support and Monitoring Systems (SAMS) case conferences.
- Liaise with community groups, agencies and individuals to address prisoner's needs to reduce the psychosocial stresses.
- Mediates between prisoners and prison management to improve communication and assistance to prisoners.
- Debriefs senior prison staff on issues and concerns identified through consultation with the Peer Support Team.

Development

- Attend Prison Support Officer Meetings and conferences.
- Participate in the Performance Appraisal and Development System (PADS) to ensure the effective management of personal workload and opportunities for professional development.
- Attend professional training as identified by Performance Management Reviews.

Ethical Behaviour

Demonstrates ethical behaviour in accordance with professional standards, values and policies.

Equity, Diversity and Occupational Safety and Health

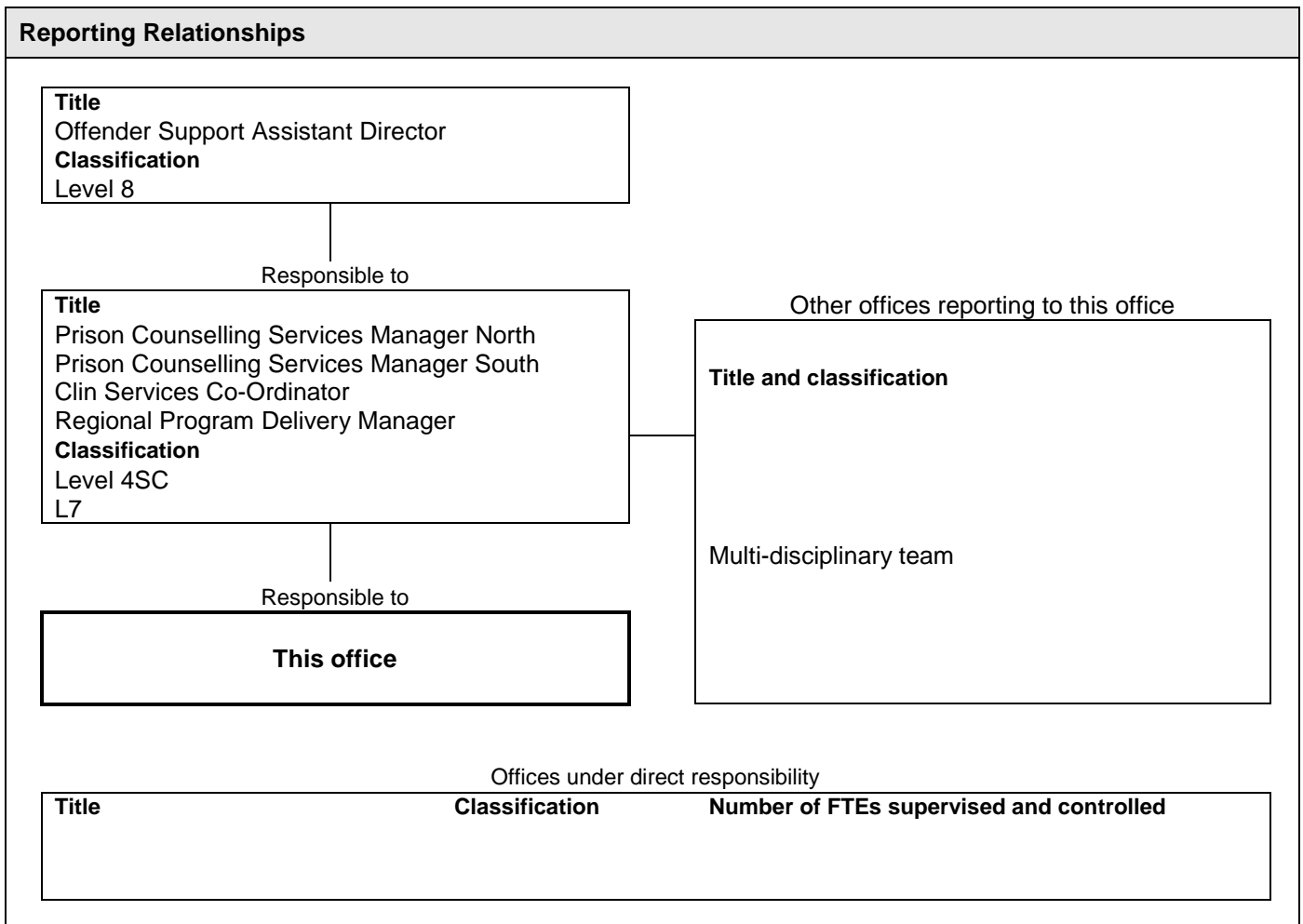
Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.

Other - Other duties as required.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Aboriginality as per Section 50D of the <i>Equal Opportunities Act 1984</i>.	
2. Experience.	Experience working with Indigenous communities, agencies, resources and individuals and/or other communities and individuals represented in the prison population.
3. Communication and interpersonal skills.	Effective oral and interpersonal skills, in particular, in managing conflict whilst meeting competing demands in the workplace. Produces clear and concise correspondence and reports. Delivers training as required.
4. Planning and Time Management.	Managing multiple tasks with ability to prioritise, organise and complete work within set timeframes. Ability to work in a structured environment with minimal supervision.
5. Keyboard skills.	Ability to use a computer and knowledge of Microsoft applications (e.g. Word, Excel) and email.
6. Integrity, Confidentiality and Sensitivity.	Applying a high level of integrity, confidentiality and discretion when handling confidential information and dealing with clients.
7. Ethical Behaviour	Managing ethical behaviour in accordance with relevant standards, values and policies.
Desirable	
7. Effective work experience in working with an offender population within a custodial setting.	
8. Qualification.	Possession of or working towards a post secondary qualification in a relevant discipline.
9. Possession of a current Motor Vehicle Driver's Licence.	
(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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Location and Accommodation
Location Various prison sites
Accommodation
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	/ /

