



# Job Description Form

## Youth Justice Officer Regional - Bail (50d)

### Youth Justice Services

#### Position details

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Classification Level:	4
Award/Agreement:	PSA 1992 / Public Service CSA Agreement 2024 (and subsequent versions)
Position Status:	Permanent
Organisation Unit:	Corrective Services, Young People, Youth Justice Services, Youth Community Centres
Physical Location:	Kununurra

#### Reporting relationships

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Responsible to:	013860 Team Leader – Level 6
<b>This position:</b>	<b>017508 Youth Justice Officer Regional – Bail (50d) - Level 4</b>
Direct reports:	NIL

#### Overview of the position

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The Young People Directorate (YPD) is solely focused on young people in the youth justice system. It delivers statutory services to young people in accordance with the Young Offenders Act 1994 and the Young Offenders Regulations 1995. These services are delivered in the courts, community and detention centres.

The YPD is responsible for the safety, security and rehabilitation of young people both in the community and custody. Its core objective is to reduce reoffending among young people through services to divert young people away from the criminal justice system; programs and services for young people on orders in the community; and programs and services in custody.

The Youth Justice Officer – Bail is primarily responsible for the coordination of bail services for young people in the Kimberley region who are remanded on bail where no responsible adult or appropriate placement can be located. This is achieved through active engagement with young people, families, communities, the Courts, external programme providers and other Government agencies.

In addition, and under supervision, the Youth Justice Officer manages the case coordination of young people who have offended and are subject to community supervision orders and young people identified as “at risk” in an effort to reduce reoffending, protect the community and direct young people away from crime and/or antisocial behaviour.

The Centre seeks to create a mobile workforce by enabling this position to work across both bail and youth justice activities, where the type of work performed is driven by local business needs and may fluctuate from time to time.

The Youth Justice Officer is responsible for providing services for young people that are in alignment with those mandated under the *Young Offenders Act 1994*.

### **Job description**

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As part of the Youth Justice Services branch, the successful applicant will be expected to:

- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within the chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate
- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interest on committees and working groups as required.

### **Role specific responsibilities**

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The Youth Justice Officer Regional – Bail will:

- Apply the principles of the *Young Offenders Act 1994*, departmental strategic plan platforms and the operating philosophy outlined in the Youth Justice Framework in all interactions with young people, their families and communities.
- Provide and maintain centralised coordination and contact with bail facility staff, Youth Justice Officers, family members, and other relevant agencies and community members.
- Identify options for young people eligible for bail with a focus on increasing available community options.
- Provide advice to Courts and represent Youth Justice Services on issues pertaining to bail.
- Support staff and provide guidance in relation to dealing with complex cultural and family issues impacting young people.

- Under supervision, manage the day-to-day case coordination of young people on community based orders (including Supervised Release Orders), young people on Detention Orders and young people on Juvenile Justice Team and Court Conferencing referrals.
- Provide assessments and referral pathways for young people to appropriate organisations to assist with diverting them away from the criminal justice system; including but not limited to engaging with contracted service providers, Aboriginal community leaders and cultural, programs and specialist services.
- Undertake, facilitate and engage with young people referred to the Juvenile Justice Team and Family Group Conferencing programs as required.
- Undertake the provision and submission of accurate and timely court reports (including representing the Department in Court), the location of responsible adults to arrange bail and develop bail support plans or case management plans as appropriate.
- Provide courts and releasing authorities such as the Supervised Release Review Board with relevant information and advice relating to sentencing matters.
- Ensure Through Care and Case Coordination underpins the management of all young people in the Department's care.
- Build positive relationships and communicates in a culturally competent manner with young people, their families and communities (including Aboriginal and Culturally and Linguistically Diverse young people, families and communities) to provide young people and their families with support to identify bail options for young people in the Kimberley region and provide positive direction and role modelling that will assist them in becoming law abiding members of the community.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

### **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

#### **Shapes and Manages Strategy**

The ability to; understand the reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

#### **Achieve Results**

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services

relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

### **Exemplifies Personal Integrity and Self-Awareness**

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

### **Communicates and Influences Effectively**

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others' comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

### **Role Specific Criteria**

- Demonstrated experience working with young people, their families and communities (including Aboriginal young people, families, communities and elders).
- Knowledge and understanding of legislation and best practice relating to the management of young people including the *Young Offenders Act 1994*, *Children's Court of WA Act 1988*, *Bail Act 1982*, *Sentencing Act 1995* and *Sentence Administration Act 2003*, and the ability to communicate this knowledge and advocate for best outcomes for young people.

### **Special requirements/equipment**

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- This position has been identified under Section 50(d) of the *Equal Opportunity Act 1984* that Aboriginality is considered essential.
- This position is identified under Section 6 of the *Working with Children (Criminal Record Checking) Act 2004* as Child Related Work. Applicants must have a current Working with Children Check to be eligible for appointment to this position.
- When working in a centre/branch and/or head office that services regional areas, the position holder:
  - is required to be away from home for periods of time.
  - is required to drive vehicles (including 4WD) and must possess a current valid motor vehicle driving licence.

- is required to travel via airplane including light aircraft.
- The position holder may be required to work outside normal working hours to meet operational requirements, in accordance with Award provisions.

### **Certification**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

Executive Director Corrective Services

Signature: \_\_\_\_\_ Date: September 2025

HR certification date: September 2025