



Job Description Form

Youth Justice Officer (Generic)

Youth Justice Services

POSITION DETAILS

Classification Level:	4
Award/Agreement:	PSA 1992 / PSGOGA 2017
Position Status:	Permanent
Organisation Unit:	Youth Justice Services Division, Diversion and Rehabilitation Services Directorate
Physical Location:	Various Regional Locations

REPORTING RELATIONSHIPS

Responsible to: Team Leader (Generic) – Level 6

THIS POSITION: Youth Justice Officer (Generic) – Level 4

Direct reports: NIL

OVERVIEW OF THE POSITION

The Youth Justice Services Division 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: programs and services for young people on orders in the community and programs and services in custody; services to divert young people away from the criminal justice system.

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 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

As part of the Community, Diversion and Rehabilitation Services team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and demonstrate 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 chain of command facilities to undertake activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and undertake business improvements as appropriate; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

Having regard for the workload management strategy, the Youth Justice Officer will:

- Apply the principles of the *Young Offenders Act*, Departmental Strategic Plan Platforms and the operating philosophy outlined in the Youth Justice Framework in all interactions with young people, their families and communities.
- 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.
- Undertake Family Group Conferencing and the coordination and monitoring of subsequent rehabilitation action plans.
- Provide professional assessments of young people to appropriate organisations to assist with diverting them away from the criminal justice system; referring and liaising with relevant specialists: psychologists, substance abuse counsellors, education providers and employment advisors etc.
- 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, supervision of community work and welfare checks of young people in Western Australia Police facilities.
- 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 relationships and communicate 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, a 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

In the context of a Regional Youth Justice Services office the role specific responsibilities and the ability to demonstrate the following skills, knowledge and experience are required.

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*, *Bail Act*, *Sentencing Act* and *Sentence Administration Act*; the ability to communicate this knowledge and advocate for best outcomes for young people.

SPECIAL REQUIREMENTS/EQUIPMENT

This position is identified under section 6 of the Act (*Working with Children (Criminal Record Checking) Act 2004* (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.

The following is a description of requirements when working in Centres/Branches that service regional areas (these requirements may also be applicable to metropolitan based positions that service regional areas):

- Travel may be required to be undertaken so there is a requirement for Youth Service Officers to drive vehicles (including 4WD) with manual transmissions and as such, a current manual driver's licence (class C) must be held when working across the State. There may also be a requirement to travel via airplane including light aircraft.

CERTIFICATION

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

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____