



Job Description Form

Senior Youth Justice Officer

Youth CLMI Services

Position details

Classification Level: 5

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement
(and subsequent agreements)

Position Status: Permanent

Organisation Unit: Corrective Services, Young People

Physical Location: Mount Lawley

Reporting relationships

Responsible to: 016923 Team Leader Youth CLMI - Level 6

This position: 017527, 017528 Senior Youth Justice Officer-Youth CLMI-Level 5

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.

The Senior Youth Justice Officer (SYJO) is responsible for case management of young people on Orders under the *Criminal Law (Mental Impairment) Act 2023* (CLMI). The position is responsible for coordinating, consulting and supporting CLMI identified young people within community, custody and Court settings. In addition, the position represents the department in court, responsible for the provision and submission of court reports, sourcing responsible adults to arrange bail, and secretariat functions for interagency collaboration and system coordination.

The Senior Youth Justice Officer- Youth CLMI is responsible for providing services for young people that are in alignment with those mandated under the *Criminal Law (Mental Impairment) Act 2023* (CLMI).

Job description

As part of the Youth Justice Services team, 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

- Applying the principles of the CLMI, 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.
- Assesses young defendants, young people who offend and young people at risk in relation to level of risk and particular need using appropriate risk assessment procedures and professional knowledge and judgement.
- Works with young people to reduce at risk behaviour and to minimise offending.
- Provides written and verbal reports and advice to courts, other releasing authorities and external agencies.
- Represents the Department in court to provide information relating to the sentencing of a young person who has offended.
- Under the guidance of the supervisor develops and implements case management plans for young defendants and young people who have offended.
- Provides counselling and casework services to young defendants and young people who have offended and their families to address the cause of offending behaviours.
- Refers young people to relevant programs and treatment services and monitors their progress.
- Prepares reports on young defendants and young people who breach the requirements of their community supervision orders.
- When required, co-ordinates Juvenile Justice Team referrals from both the Police and the Courts.
- Ensures maintenance of accurate data.

- Engages and consults with external service providers, community organisations, external agencies and other professionals to assist with the management and rehabilitation of young defendants and young people who have offended.
- Work effectively as a member of the youth justice services team by contributing constructively and positively to the planning, operation and effectiveness of the Youth Justice Services team.
- 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 the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of personal commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to

differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated experience working collaboratively 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 *Criminal Law (Mental Impairment) Act 2023*, *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.

Certification

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: December 2025

HR certification date: December 2025