

<b>Position title/number:</b>	Bail Support Worker		
<b>Classification:</b>	General Division Level 5		
<b>Division:</b>	Criminal Law		
<b>Business Unit:</b>	Criminal Law Practice		
<b>Reports to:</b>	Team Leader (191TE101)		
<b>Direct reports:</b>	0 FTE	<b>Office location:</b>	Perth

## Job Description

Legal Aid WA's Bail Support Service provides non-legal support to clients who are seeking bail or who are on bail. Bail Support Workers case manage clients while they are on bail and support them to comply with bail conditions. They liaise with our legal team, assess clients support and treatment needs, link clients to support services and programs and provide practical assistance to help clients integrate into community support networks.

## About Us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- Client centred
- Integrity
- Making a difference
- Innovation
- Respect

## Scope of Duties

- Liaises and negotiates with team members and community-based service agencies regarding the provision of appropriate support services.
- Undertakes case work activities including analysing client needs, formulating and implementing support plans, and liaising with families and external agencies, as required.
- Attends prisons and the Magistrates Court at Perth as required to meet with clients and assess them for the Bail Support Program.
- Provide follow up services and ongoing support to clients including home visits, prison visits and practical assistance to clients to meet the requirements of bail conditions, comply with any court orders and attend external programs.
- Liaise on a regular basis with Legal Aid lawyers to ensure all relevant information is provided to the client's legal representative whilst keeping fully informed of the client's legal circumstances and needs. Ensure any potential conflict of interest is identified as early as possible.
- Provide oral or written reports to the client's legal representative for the purpose of court proceedings outlining the client's participation in any external programs and general progress while engaged on the Bail Support Service.
- Undertake day-to-day administrative duties including data entry, file management and preparing and dealing with court documents.
- Liaises with appropriate cultural and indigenous services and communities to ensure culturally appropriate support and referrals for Aboriginal clients.
- Participates in team activities to plan and deliver services and promotes teamwork within the multi-disciplinary team, including peer support.
- Acts as a consultant to the multidisciplinary team in the areas of mental health, cognitive impairments and illicit drug misuse.
- Maintains and collates statistical data, as required.
- Participates in the development and review of standards of practice, policies and procedures.
- Participates in continuous professional development to maintain professional standards and technical skills, and actively participates in the supervisory/peer review process.
- Leads by example and models appropriate behaviours.

- Other duties as required.

## **Selection Criteria**

*Only the criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.*

### **Essential**

- The ability to deal assertively and courteously with, and discern the needs of emotional and aggressive clients.
- **Demonstrated knowledge of Western Australian community-based advice/support services.**
- Knowledge and experience in working with people from Aboriginal and Torres Strait Islander or other culturally and linguistically diverse backgrounds.
- **Extensive case work experience and demonstrated ability to work with and case manage challenging clients.**
- **Demonstrated ability to provide social work services including assessment, treatment planning and clinical interventions for people with psychosocial and mental health problems.**
- Knowledge of social work theory, practice and policy in the areas of mental health, cognitive disability, domestic violence and illicit drug misuse.

### **Essential core competencies**

*These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.*

- Committed to the principles of social justice.
- Values people, partnership and teamwork. (High Priority)
- Willingness to learn and share knowledge with others. (High Priority)
- Outcome and service focused. (High Priority)

### **Qualifications / Licences**

*It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.*

- Completion of or progress towards a tertiary qualification in social work, community services or related discipline. (Desirable)
- 'C' Class Western Australian Driver's licence or equivalent. (Essential)

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.