



Job Description Form

Department of Corrective Services 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 <i>Regional Women's Support Officer</i>		Special Conditions
Effective Date June 2015	Position Number 013057	Level 4
Division Adult Justice Services	Directorate Adult Custodial Operations	Branch Roebourne Regional Prison

Divisional Outcomes

The Adult Justice Services Division is responsible for detention facilities, prisoner management programs that provide support and rehabilitation to adults who have offended, and the management of offenders in the community through probation and parole services. All these elements have a direct impact on the provision of corrective services provided by the Department; with the primary objective being to reduce offending, thereby protecting the community and guiding offenders towards a law abiding lifestyle. The role has primary accountability to fulfil obligations specified in corrective services legislation, and will consider staff welfare and community expectations, in particular victim concerns, in the achievement of key objectives.

Directorate Outputs

- The custody and control of prisoners.
- The care and wellbeing of prisoners
- Reparation to the community.
- A reduction to re-offending through the provision of training and appropriate rehabilitation programs.

Branch Outputs

- Managing the prison to ensure the security and good order of the prison is maintained in line with its Business Plan, resource management budget and statutory requirements.
- Managing the prison to ensure the care, wellbeing and development needs of prisoners are met.
- The development of effective community and industry programs aimed at providing reparation to the Community.
- Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending

Role of the Position

The Women's Support Officer will advocate for female prisoners, enhanced service delivery and ensure consistency of reforms across the women's estate in regional prisons.

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Responsibilities of this Position

This role requires applicants to be female as a genuine occupational qualification in accordance with section 27 of the Equal opportunity Act 1984.

Management and Coordination

- Assist with the orientation of new prisoners
- Advocates for women prisoners as appropriate
- Identifies key issues for women prisoners
- Manage projects relating to the needs of female prisoners as and when required

Service Delivery

- Coordinates services for women prisoners as required
- Provides life skills programmes to women prisoners
- Ensures early identification of prisoner problems and issues and receives feedback to optimise preventive care.
- Liaises with community resources relevant to women prisoners
- Completes paperwork to comply with prisoner management information requirements by collecting data and updating information

Consultation and Liaison

- Interacts and consults with prison management and other individuals and groups to progress issues of priority and relevance to the management of female offenders, including liaison with community groups, agencies and individuals
- Mediates between prisoners and prison management to discuss ideas and opportunities
- Consults with Director Women's Corrective Services as required
- Attends Women's Corrective Services forums as required

Ethical Behaviour

- Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

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

Other

- Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<u>ESSENTIAL</u>	
1. Gender	Applicants must be female as a genuine occupational qualification in accordance with section 27 of the Equal Opportunity Act 1984.
2. Skills	<ul style="list-style-type: none"> • Able to demonstrate the ability to identify key issues for women prisoners. • Able to demonstrate the ability to plan and manage projects. • Able to demonstrate sound interpersonal skills including the ability to network with relevant community groups and organisations. • Able to demonstrate sound negotiations skills and the ability to communicate ideas and suggestions to achieve support. • Able to provide evidence of leading and working as part of a team. • Able to provide life skills training.
3. Experience	Experience working with Indigenous communities, agencies, resources and/or individuals.
<u>DESIRABLE</u>	
4. Ethnicity	Aboriginality as per Section 50D of the <i>Equal Opportunity Act 1984</i> .
<p>(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).</p>	

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Reporting Relationships

Title
Superintendent
Classification
Level 8

Responsible to

Title
Assistant Superintendent Operations
Classification
Level 7

Responsible to

This office

Other offices reporting to this office

Title and classification

Various Prison Officer
Various SOSH
Various Senior Officer

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled

Location and Accommodation

Location
Sampson road, ROEBOURNE WA 6718

Accommodation
Nil

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

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