



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 Reception Officer		Special Conditions
Effective Date March 2011	Position Number 013828 & 013829	Level VSO 2
Division Adult Custodial	Directorate Custodial Operations	Branch Eastern Goldfields Regional Prison

Divisional Outcomes

Reduce re-offending; protect the community and direct offenders towards the adoption of law-abiding lifestyles.

Directorate Outputs

Custody and containment;
Care and well being;
Reparation; and
Development and reintegration.

Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with its business plan, resource management budget and statutory requirements;
Managing the Prison to ensure the care, well being and developmental needs of prisoners are met;
Developing effective community and industry programs aimed at providing reparation to the community; and
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

Role of the Position

The Eastern Goldfields Regional Prison is a minimum-security prison for males and females and is located 600km east of Perth. As the Goldfields Region's only prison, medium and maximum-security prisoners are also accommodated for short periods. The Prison also has a work camp at Mt Morgan which accommodates minimum male offenders.

The Reception Officer will manage the daily operations of Reception including the management of the process for the movement of prisoners in and out of the Prison. The Reception Officer will also be required to provide accurate recording and storage of prisoners property. The position will also assist in the provision of productive work for prisoners, undertaking appropriate training of prisoners working within the reception.

Position Title Reception Officer		Special Conditions
Effective Date March 2011	Position Number 013828 & 013829	Level VSO 2
Division Adult Custodial	Directorate Custodial Operations	Branch Eastern Goldfields Regional Prison

Responsibilities of this Position

Reception

Maintains the daily processing of prisoners entering and exiting Eastern Goldfields Regional Prison. Processes the daily movements of prisoners attending scheduled external appointments (court, hospital etc). Assists with the completion and distribution of all necessary paperwork to facilitate the transfer, movement, and release of prisoners. Processes and recovers property requests for prisoners. Maintains register of civilian prisoner clothing being processed through prison laundry. Maintains register of prisoner property at the Prison. Undertakes the data entry of prisoner reception information.

Managing Offenders

Assists with daily work activity of prisoners working within reception. Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison. Assists in the management of prisoners within the multi-purpose cells.

Ensures that 'at-risk' prisoners needs are addressed and protection issues identified. Assists with the processing of late receiptal prisoners bail applications.

Resource Management

Maintains safe and appropriate storage of prisoner property. Maintains the stock and purchasing of consumable products for the reception area. Maintains safe and appropriate storage of stock and equipment for reception. Ensures all required equipment for the reception is in good working order, liaising with the Maintenance Instructor to attend to the maintenance and repair of Reception equipment and facilities when required.

Policies and Procedures

Follows workplace policies and procedures within the Prison to achieve tasks. Complies and works within approved and established Occupational Safety and Health Regulations and procedures. Complies and works within approved and established security procedures, including documenting property searches and maintaining the strip search books. Follows workplace policies and procedures within the Reception role, and identifies and reports related gaps at an operational level. Ensures that quality control procedures are established and maintained at all times.

Workplace Relationships

Ensures effective communication within and outside the team and in liaison with internal and external parties, including offenders, visitors, and external providers.

Information and Knowledge Management

Maintains and ensures appropriate prisoner records entering and exiting the prison are kept. Prepares various reports and correspondence on identified issues, including Occupational Safety and Health, incident reports, etc.

Training

Assist and, when deemed appropriate, undertakes induction training on prison Reception practices and procedures for staff when required. Provides necessary information to prisoners upon placement within the Prison on prison routine, practices and procedures. Undertakes appropriate training of prisoners working within the reception.

Continuous Improvement

Participates in the identification of and applies opportunities for continuous improvement within the work area.

Other Duties

Other duties as directed.

Position Title Reception Officer		Special Conditions
Effective Date March 2011	Position Number 013828 & 013829	Level VSO 2
Division Adult Custodial	Directorate Custodial Operations	Branch Eastern Goldfields Regional Prison

Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Team Building and Maintaining Relationships	The ability to participate in, lead and facilitate a work group, lead by example and establish and manage effective workplace relationships to achieve positive outcomes.
2. Initiative	Actively influencing events to achieve goals, self starter, originating action and taking action to achieve goals beyond what is necessarily called for.
3. Communication	Proven effective verbal and written communication with individuals and groups.
4. Resource Utilisation	The ability to take stock of available resources and organise and utilise them in the most effective manner
5. Priority Setting and Delegation	The ability to set and meet work priorities and delegate appropriately within a team to achieve outcomes within timeframes.
6. Knowledge	Knowledge of contemporary practices and principles that apply to administrative security procedures.
 <u>Pre-Appointment Requirements</u>	
Please note the following pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental Policy and Procedures. A successful applicant must:	
<ol style="list-style-type: none"> 1. Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist; 2. Receive a clearance through a National Criminal History check and the Departmental integrity assessment; 3. Possess a current 'C' class motor vehicle driver's licence; 4. Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and 5. Be willing to undertake training applicable to the role through the Department's Training Academy. 	
(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).	

Position Title Reception Officer		Special Conditions
Effective Date March 2011	Position Number 013828 & 013829	Level VSO 2
Division Adult Custodial	Directorate Custodial Operations	Branch Eastern Goldfields Regional Prison

Reporting Relationships

Title Superintendent Classification Level 9
--

Responsible to

Title Assistant Superintendent Resources Classification Level 6
--

Responsible to

This office

Other offices reporting to this office

Title and classification Movements Officer HR Coordinator Finance Coordinator HR Assistant Finance Assistant VSO x 5

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled

Location and Accommodation

Location
Kalgoorlie

Accommodation
GROH (Government Regional Officers' Housing) may apply

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	/ /