



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.

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| Position Title Prison Counsellor | | Special Conditions Specified Calling |
| Effective Date March 2014 | Position Number Generic | Level 2 SC |
| Division Offender Services | Directorate Assessment Counselling & Support | Branch Prison Counselling Services |

Divisional Outcomes

The *Offender Services Division* is responsible for the development and provision of programs and services that facilitate the rehabilitation of offenders. It includes the provision of health services to offenders in custody and the provision of programs, support and counselling as part of an integrated offender management framework

Directorate Outputs

Assessment, Counselling and Support provide psychological assessment, reports and expert advice to the Courts and releasing authorities; and individual counselling to adult offenders located in both custody and the community. Support services are also provided to adult offenders in custody.

Branch Outputs

- Specialist support, assessment and advice
- Prison counselling services
- Prison support services
- Individual psychological intervention of adult offenders

Role of the Position

Applies discipline specific - professional knowledge, experience, skills and techniques to enhance prisoner rehabilitation outcomes and re-integration into the community.

Conducts risk and needs assessments on prisoners to identify self-harm, suicide and other clinical or behavioural-based risk factors.

Conducts crisis counselling and other clinical interventions designed to reduce the incident of self-harm and suicide and assist with adjustment to incarceration.

Supports and assists with the professional development of less experienced multidisciplinary team members.

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Responsibilities of this Position

The job occupant will apply discipline specific professional knowledge, experience, skills and techniques to enhance prisoner rehabilitative outcomes and re-integration into the community.

Services may be provided from one or more prisons within the Perth metropolitan area dependent on the level of demand, or nominated regional centre.

ASSESSMENT AND INTERVENTION SERVICES

Assess prisoners who are identified as being at risk of self-harm and suicide.

Assess clinical treatment needs and apply appropriate interventions to prisoners.

Provide supportive counselling to prisoners.

Contribute to multidisciplinary case planning.

Apply culturally appropriate models and practices to individual assessments and interventions.

CONSULTATION

Consult with the Clinical Supervisor and more experienced team members for guidance with highly contentious and complex clinical cases.

Consult with Prison Custodial staff, Programs staff, Prison Support Officers, Health Services staff, Mental Health and Psychiatry Services, Community Justice Services, Sentence Management and other departmental based people.

Consult with external agency representatives as appropriate.

SELF MANAGEMENT AND PROFESSIONAL RELATIONSHIPS

Participate in clinical supervision.

Participate in the Performance Appraisal and Development System (PADS) to ensure the effective management of personal workload to maintain optimum delivery of service provision and opportunities for professional development.

Support and assist with the professional development of less experienced team members.

Manage relationships with immediate work team members and other staff to ensure streamlined delivery of multidisciplinary services.

ADMINISTRATION

Ensure record keeping practices and standards meet Legislative and Directorate requirements.

Contribute to the evaluation of assessment and intervention services.

Facilitate team meetings.

Generate information recorded on the At Risk Management System (ARMS) and Support and Monitoring System (SAMS).

ETHICAL BEHAVIOUR

Demonstrates ethical behaviour in accordance with professional standards, values and policies.

EQUITY, DIVERSITY AND OCCUPATIONAL SAFETY AND HEALTH

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

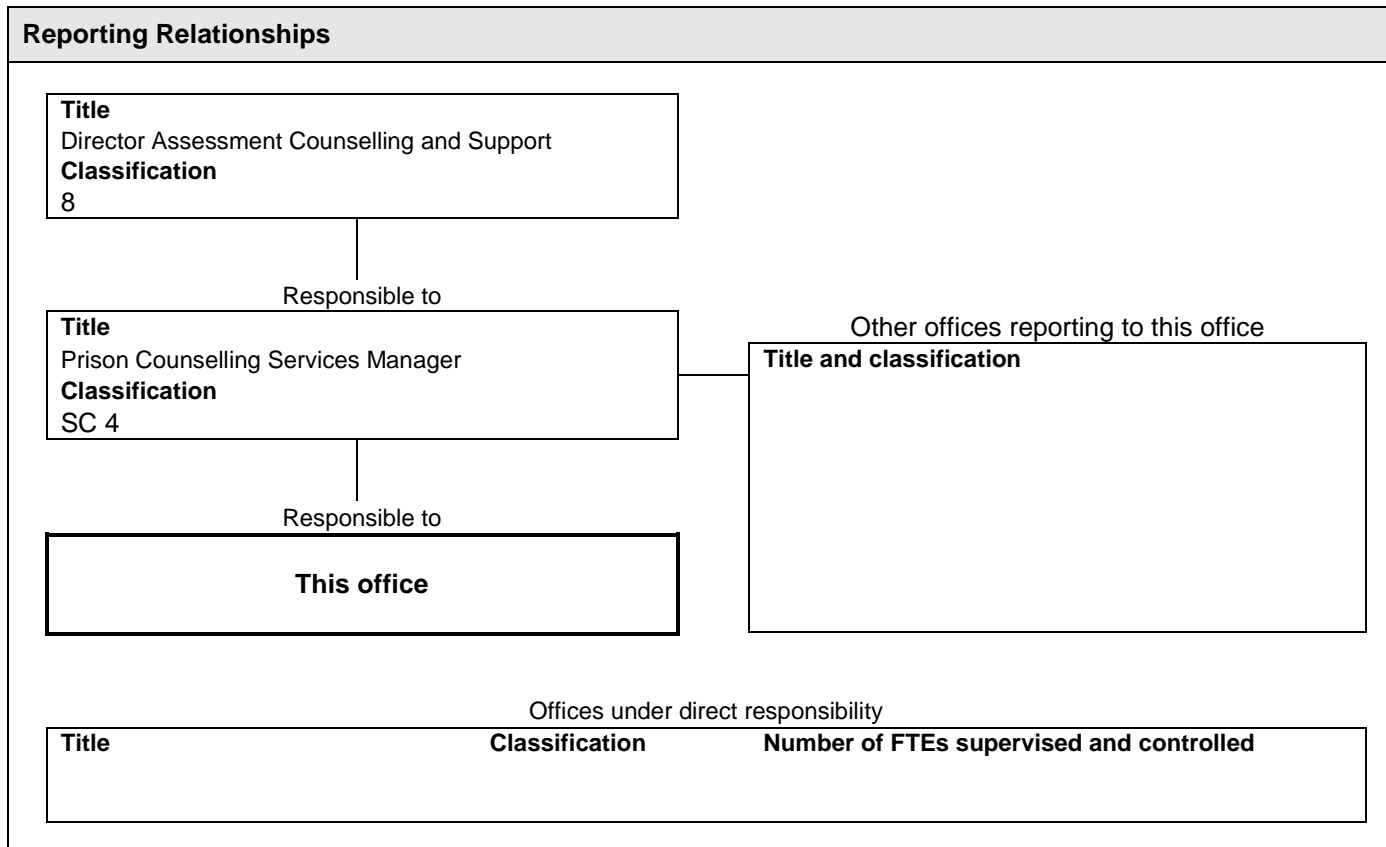
OTHER

Other duties as required.

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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. Communication and Interpersonal Skills | Deals with diverse clients and situations, writes detailed and accurate file notes. Establishes and maintains positive relationships with team members and internal and external key stakeholders. |
| 2. Therapeutic Assessment and Intervention Skills | Utilises knowledge and understanding of theories of offending behaviour. Applies cognitive behavioural and other therapeutic assessments and interventions relevant to offenders. |
| 3. Knowledge and Experience Working with Aboriginal and Torres Strait Islander People | Communicates effectively with Aboriginal/Torres Strait Islander people and applies specific communication strategies to engage and assess their needs and risk. |
| 4. Planning and Organisational | Manages and prioritises own workload and meets deadlines. |
| 5. Experience in a Counselling Role | Identifies and undertakes risk assessments and clinical interventions for clients at risk of self-harm, suicide and other clinical or behavioural-based risk factors. |
| 6. Ethical Behaviour | Managing ethical behaviour in accordance with relevant standards, values and policies. |
| 7. Qualifications | A 4 year qualification in Psychology and eligibility for full registration with the Psychologists Board of Western Australia; or a 4 year qualification in Social Work, eligibility for membership of the Australian Association of Social Workers or the Society of Professional Social Workers and a minimum of two years supervised experience in the field of social work. |
| <u>DESIRABLE</u> | |
| 8. Progression Towards a Masters Level Qualification or Higher in Forensic/ Clinical/Counselling Psychology or Social Work | |
| 9. Possession of a Current Motor Vehicle Driver's Licence | |
| (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). | |

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Location and Accommodation

Location
Various Locations

Accommodation

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

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|-----------|-----|
| Signature | |
| Date | / / |