



## Job Description Form

### Department of Justice Purpose

To provide a safe, secure and decent justice service which contribute to community safety and reduced offenders' involvement in the justice system.

<b>Position title</b> Aboriginal Education Worker		<b>Special conditions</b> 50D
<b>Effective date</b> 12 February 2018	<b>Position number</b> Generic	<b>Level</b> 3
<b>Division</b> Corrective Services	<b>Directorate</b> Offender Management	<b>Branch</b> Education & Vocational Training Unit

### Divisional Outcomes

The outcomes of the Corrective Services Portfolio are to reduce offending, protect the community and encourage offenders towards a law abiding lifestyle. The Portfolio is responsible for the management of government prisons as well as ensuring effective standards and relations with privately operated prison facilities through:

- Adult Custodial Operations;
- Custodial Services; and
- Security and Intelligence.

In achieving these outcomes and outputs, community expectations, in particular victim concerns are taken into account.

### Directorate Outputs

The Offender Management Directorate's primary focus is on reducing reoffending, which it will achieve by:

- providing leadership, oversight and support in a holistic and partnership approach across all areas of the Department to embed therapeutic practices;
- elevating the position of rehabilitation and reintegration service delivery, including partnerships with non-government organisations; and
- establishing enhanced Aboriginal services to guide, monitor and provide practical supports.

The Division is the custodian of offender management which incorporates the delivery of evidenced based assessments, strategy and development, rehabilitation programs, education, employment and transitional services, psychological assessment and counselling support, health and sentence management.

### Branch Outputs

The Educational & Vocational Training Unit works towards assisting students to acquire, develop, practice and apply the knowledge, skills and attitudes now and in the future to take responsible control of their own lives.

### Role of the Position

To provide teacher aide support to staff and tutorial mentoring to Indigenous students enrolled in education and training programs. The position plays an integral role in recruiting and supporting Indigenous offenders in educational programs in prisons.

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## Responsibilities of this position

### Communication and Interpersonal Skills

- Communicate effectively, to use clear, concise oral and written communication.
- Develop effective networks to create a supportive educational environment for Indigenous prisoners.

### Managing and Tutoring Students

- Tutoring, teaching and facilitating learning for Indigenous students in small groups or in one-to-one situations.
- In consultation with teaching staff, develops and provides individual learning plans for the Indigenous students enrolled in education.
- Provides a mentoring, role-model support for offenders wishing to be involved in the programs to encourage an increase in the number of Indigenous offenders accessing education.
- Monitors the progress of existing Indigenous students to assist in increasing the number of successful completions.

### Consultation

- Provide input into the development, delivery and evaluation of culturally appropriate programs to Indigenous offenders.
- Contributes to the development of training projects for Indigenous offenders.

### Resources and Reporting

- Perform a teacher support function assisting teachers in classroom preparation and the organisation of teaching resources.
- Maintains appropriate course and individual student records.

### Ethical Behaviour

- Demonstrates ethical behaviour in accordance with relevant 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 directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
Essential	
1. Aboriginality	Aboriginality is an inherent requirement of this position per Section 50(d) of the WA Equal Opportunity Act (1984).
2. Communication and Interpersonal Skills	The ability to communicate effectively, to use clear, concise oral and written communication.  Demonstrated interpersonal skills in forming effective networks to create a supportive educational environment.
3. Organisational Skills	Demonstrated organisational skills to operate as a team member in a busy Education Centre.
4. Problem Solving Skills	Ability to develop practical and innovative solutions to problems.
5. Team Building Skills	The ability to participate in teams, model integrity and a positive and proactive approach and establish and manage effective workplace relationships.
Desirable	
6. Qualifications and Experience	Experience in tutoring adults.  Certificate IV Training and Assessment.
(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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### Reporting relationships

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Title</b> Prisoner Education – Manager <b>Classification</b> L4SC         </div> <div style="text-align: center; margin-bottom: 10px;">Responsible to</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Title</b> Prisoner Education, Campus Manager <b>Classification</b> L2SC         </div> <div style="text-align: center; margin-bottom: 10px;">Responsible to</div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>This office</b> </div>	<div style="text-align: right; margin-bottom: 10px;">Other offices reporting to this office</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <b>Title and classification</b>            Prisoner Education Coordinator L1SC            Prisoner Education Assessor L2SC            Education Clerk L1         </div> <div style="text-align: center; margin-bottom: 10px;">Offices under direct responsibility</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Title</th> <th style="width: 30%;">Classification</th> <th style="width: 40%;">Number of FTEs supervised and controlled</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Title	Classification	Number of FTEs supervised and controlled			
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### Location and accommodation

<b>Location</b> Various locations through Western Australia
<b>Accommodation</b> If accommodation is available, give details such as department/G.R.OH., free/rental, etc

### Allowances / special conditions

The Contract of Employment specifies conditions relating to this position.	
<b>Certification</b> The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
<b>Delegated Authority Approval</b>	
Signature	
Date	/ /