



Job Description Form

Senior Youth Justice Officer (Generic)

Youth Justice Services

POSITION DETAILS

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| Classification Level: | 5 |
| Award/Agreement: | PSA 1992 / PSGOGA 2017 |
| Position Status: | Permanent |
| Organisation Unit: | Youth Justice Services Division, Diversion and Rehabilitation Services Directorate |
| Physical Location: | Various Regional Locations |

REPORTING RELATIONSHIPS

Responsible to: Team Leader (Generic) – Level 6

THIS POSITION: Senior Youth Justice Officer (Generic) – Level 5

Direct reports: NIL

OVERVIEW OF THE POSITION

The Youth Justice Services Division is responsible for the safety, security and rehabilitation of young people both in the community and custody. Its core objective is to reduce reoffending among young people through: programs and services for young people on orders in the community and programs and services in custody; services to divert young people away from the criminal justice system.

The Senior Youth Justice Officer is responsible for the day-to-day case coordination supervision of young people on community based orders (including Supervised Release Orders), case coordination of young people on Detention Orders, case coordination of young people on Juvenile Justice Team and Court Conferencing referrals, the provision and submission of accurate and timely court reports (including representing the Department in Court), the location of responsible adults to arrange bail, supervision of community work and welfare checks of young people in Western Australia Police facilities.

The Senior Youth Justice Officer is responsible for providing services for young people that are in alignment with those mandated under the *Young Offenders Act 1994*.

JOB DESCRIPTION

As part of the Community, Diversion and Rehabilitation Services team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation;
- Work to improve communication and demonstrate integrity and respect in all interactions;
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity;
- Operate within chain of command facilities to undertake activities required to meet the Department's strategic objectives;
- Work collaboratively to achieve common goals and best practice and undertake business improvements as appropriate; and
- Represent the Department's interest on committees and working groups as required.

ROLE SPECIFIC RESPONSIBILITIES

Having regard for the workload management strategy, the Senior Youth Justice Officer will:

- Apply the principles of the *Young Offenders Act*, Departmental Strategic Plan Platforms and the operating philosophy outlined in the Youth Justice Framework in all interactions with young people, their families and communities.
- Be responsible for the day-to-day supervision of the case management of young people on community based orders (including Supervised Release Orders), young people on Detention Orders and young people on Juvenile Justice Team and Court Conferencing referrals.
- Undertake Family Group Conferencing and the coordination and monitoring of subsequent rehabilitation action plans including; providing professional assessments of young people; referring and liaising with relevant specialists: psychologists, substance abuse counsellors, education providers and employment advisors etc.
- Undertake the provision and submission of accurate and timely court reports (including representing the Department in Court), the location of responsible adults to arrange bail, supervision of community work and welfare checks of young people in Western Australia Police facilities.
- Ensure Through Care and Case Coordination underpins the management of all young people in the Department's care.
- Build relationships and communicate in a culturally competent manner with young people, their families and communities (including Aboriginal and Culturally and Linguistically Diverse young people, families and communities) to provide young people and their families with support, a positive direction and role modelling that will assist them in becoming law abiding members of the community.
- Manage the human, financial, physical and technological resources to ensure efficient and effective service delivery outcomes for the case coordination of young people in the Department's care.

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans

JOB RELATED REQUIREMENTS

In the context of a Regional Youth Justice Services office the role specific responsibilities and the ability to demonstrate the following skills, knowledge and experience are required.

Shapes and Manages Strategy

The ability to; understand the Department's objectives and links to the whole-of-government agenda, understand the strategic direction and objectives of the business unit and the factors that may impact on work plans and operational goals, draw on information from a range of sources and use judgement to analyse findings, work within agreed guidelines to make decisions and to incorporate outcomes into work plans are important for this role.

Achieve Results

The ability to; assess project and program performance, identify areas of improvement and suggest changes to ensure positive outcomes, demonstrate flexibility and cope with day-to-day changes in priorities, support projects to completion and a focus on quality in all areas of work are fundamental to this role.

Builds Productive Relationships

The capacity to; network effectively in order to build and sustain relationships with key stakeholders, team members and other staff in the agency, consult and share information with the team and seek input from others where necessary, encourage contribution and engagement, recognise different views and to ensure that stakeholders are kept informed as appropriate are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, maintain a high level of **personal** commitment to integrity, professionalism, probity and personal development, take responsibility for completion of works within timeframes and takes the initiative to progress work when required. Able to justify own position when challenged. Acknowledge mistakes and learn from them, and seek guidance and advice when required. Engage with risk by providing impartial and clear advice, seeking guidance when required, identifying and/or reporting potential risk issues to supervisor.

Communicates and Influences Effectively

A demonstrated ability to; present messages confidently and persuasively and to actively listen, understand and adapt communication styles to suit a range of audiences, listen to differing views and opinions and develop persuasive counter arguments are requirements for this role.

Role Specific Criteria

- Demonstrated experience working with young people, their families and communities (including Aboriginal young people, families, communities and elders).
- Knowledge and understanding of legislation and best practice relating to the management of young people including the *Young Offenders Act 1994*, *Children's Court of WA Act*, *Bail Act*,

Sentencing Act and *Sentence Administration Act*; the ability to communicate this knowledge and advocate for best outcomes for young people.

SPECIAL REQUIREMENTS/EQUIPMENT

This position is identified under section 6 of the Act (*Working with Children (Criminal Record Checking) Act 2004* (the Act) as Child Related Work. Applicants must have a current Working with Children Check or be able to successfully apply for one to be eligible for appointment to this position.

The following is a description of requirements when working in Centres/Branches that service regional areas (these requirements may also be applicable to metropolitan based positions that service regional areas):

- Travel may be required to be undertaken so there is a requirement for Youth Service Officers to drive vehicles (including 4WD) with manual transmissions and as such, a current manual driver's licence (class C) must be held when working across the State. There may also be a requirement to travel via airplane including light aircraft.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

COMMISSIONER

Signature: _____ Date: _____

HR CERTIFICATION DATE: _____