



**Application Information Booklet  
Community Corrections Officer  
Appointment Pool – Metro & Regional  
(Adult Community Corrections)  
Level 4, \$78,452 - \$82,797 (PSGOGA)**

# **Community Corrections Officer (Adult Community Corrections)**

## **Positions available in various regional locations**

### **Information for Applicants**

This booklet contains information about the Department of Justice, the duties of the Community Corrections Officer (Adult Community Corrections), how to apply and an overview of the recruitment and selection process.

<b>About the Department of Justice</b> .....	Page	3
<b>The role</b> .....	Page	4
<b>The Locations</b> .....	Page	5
<b>Benefits</b> .....	Page	6
<b>How to apply</b> .....	Page	7
<b>Recruitment and selection assessments</b> .....	Page	9

*The Department of Justice is committed to ensuring that its workforce reflects the diversity of the community it serves by encouraging people from all parts of the community including Aboriginal and Torres Strait Islander people, women, men and people from diverse linguistic and cultural backgrounds to apply.*

## About the Department of Justice

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The Department of Justice supports the community, Western Australian Government, judiciary and Parliament through the provision of access to high quality justice, legal and corrective services, information and products by managing adult and young offenders in custody and in the community.

The Department looks after 14 state prisons, 3 privately managed prisons, 5 work camps and 1 juvenile detention centre, as well as people on probation, parole and other community orders.

The Department reports to the Minister for Corrective Services, the Hon Francis (Fran) Logan MLA, and is headed by Director General Dr Adam Tomison and Commissioner Tony Hassall.

The key focus is to contribute to community safety by upholding the integrity of custodial and non-custodial sentences and by positively influencing offender behaviour to reduce re-offending and encourage law-abiding lifestyles.

The Department aims to provide an environment that encourages self-respect and respect for others, embraces diverse cultural backgrounds and provides best opportunities for positive change.

## Adult Community Corrections

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The Department of Justice manages around 13,000 adult offenders at any one time. About 6000 of these offenders are completing their sentence in the community. These offenders are usually serving community-based sentences, completing custodial sentences under community supervision (parole) or on bail awaiting sentencing.

These people are managed by the Department's Adult Community Corrections directorate. Adult Community Corrections contributes to community safety through effective and responsible offender management which focuses on reducing reoffending and holding them to account for their actions.

Staff manage offenders in the community to assist them to successfully complete court orders and parole conditions. These orders usually comprise three aspects which staff much arrange and monitor:

- Supervision – the offender must meet regularly with their community corrections officer who will ensure the offender is avoiding criminal activity.
- Programs – the community corrections officer may arrange for the offender to complete programs to address certain issues such as substance abuse, anger and violence, as well as programs which may improve the offender's employability.
- Community work – offenders may be required to do community work to repay the community for their crimes. Officers are responsible for arranging community work and encouraging offenders complete their community work requirements.

## The role

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### **Community Corrections Officer – Adult Community Corrections**

Under supervision of the Team Leader, a Community Corrections Officer (CCO) operates as part of a branch case management team and is responsible for the case management of offenders or defendants. Managing offenders focuses on providing guidance and encouragement to address and reduce their offending behaviour and to comply with requirements of their order and be accountable for their actions.

Working from community-based centres, program centres, prisons and the courts, a Community Corrections Officer uses appropriate counselling and intervention techniques to encourage offenders to be accountable for their actions. Meeting and working with adult offenders / defendants regularly to help them adopt law-abiding lifestyles. This role contributes to community safety, and involves undertaking risk assessments, developing intervention plans and working collaboratively with external services and treatment programs. A Community Corrections Officer is responsible for providing verbal and written advice and reports to Courts and releasing authorities, based on their assessment and analysis of the offender's behaviour.

Being a Community Corrections Officer is a challenging role. To bring about positive change while working with people in their own environment can be complex and confronting. Successful candidates will need to have the ability to engage with difficult or challenging people in a culturally appropriate manner and need to bring with them tenacity and life experience which will assist them in this role.

Vacancies exist throughout the state with attractive salaries and benefits that vary relating to regional areas. Adult Community Corrections have locations within the Kimberley, Pilbara, Mid-West (Gascoyne), Goldfields, Great Southern/Wheatbelt, and South West regions.

Suitable applicants will be placed in a pool from which permanent, fixed term, secondment, full-time and part-time appointments may be made when vacancies throughout the state occur and in accordance with business requirements. The pool will operate for a twelve month period.

**Eligibility requirements for this position are outlined in the Job Description Form (JDF) attached to the job advertisement.**

# The Locations



Applicants are required to state their location preference in their application. Successful applicants may be offered a position in a location which is outside their preference/s. As a flexible employer, employees will have the opportunity to move between regional and metro areas to further develop their skills during the course of their employment.

## **Special Requirements**

When working in a regional area, there is a requirement for every CCO to be away from home for periods of time.

Travel will be required to be undertaken when working in regional and/or remote areas so there is a requirement for every CCO in a region to drive vehicles (including 4WD) with manual transmissions and as such, a current manual driver's licence (class C) must be held. There is also a requirement to travel via airplane including light aircraft.

## Benefits

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Working with the Department of Corrective Services (DCS), you'll receive all the benefits attached to a government career:

- job security,
- competitive wages,
- flexible work arrangements,
- generous leave provisions,
- a supported work/life balance

### Salary & Additional Benefits:

- Salary range is **\$78,452 – \$82,797 pa** (Level 4, PSGOGA)
- Long Service Leave after 7 years continuous service.
- Salary Packaging – visit [www.smartsalary.com.au](http://www.smartsalary.com.au) for more details.
- ATO zone rebate on tax

If you are interested in working in a regional area you may be eligible for a number of additional benefits. These vary per location, but may include:

- Additional annual leave
- Annual leave travel concessions
- Subsidised rental
- Home ownership scheme
- Subsidised utilities

Working in the Department of Justice, you will be in a continuous learning environment; facing new challenges and negotiating changing circumstances on a daily basis. You will have the opportunity for career and personal development, and most importantly will work with a team that are making a positive difference to the lives of others.

## How to apply

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### Information Sessions

Information sessions provide an opportunity for you to speak with local staff and learn more about the Department and the role of a Community Corrections Officer. If you are interested details of sessions being held are as follows;

<b>METROPOLITAN INFORMATION SESSIONS</b>			
<b>Date (2019)</b>	<b>Location</b>	<b>Address</b>	<b>Time</b>
<b>Tuesday 5 March</b>	Midland ACC	Unit 1, 3-7 The Crescent, Midland	4:30 pm
<b>Thursday 7 March</b>	East Perth ACC	Level 2, 30 Moore Street, East Perth	4:30pm
<b>Friday 8 March</b>	Fremantle ACC	8 Holdsworth Street, Fremantle	4:30 pm
<b>Saturday 9 March</b>	Maddington ACC	191-193 Burslem Drive, Maddington	9:00 am
<b>Monday 11 March</b>	Mirrabooka ACC	5 Milldale Way, Mirrabooka	3:30 pm
<b>Tuesday 12 March</b>	Rockingham ACC	15B Whitfield Street, Rockingham	4:30 pm

<b>REGIONAL INFORMATION SESSIONS</b>			
<b>Date (2019)</b>	<b>Location</b>	<b>Address</b>	<b>Time</b>
<b>Thursday 7 March</b>	Broome ACC	7 Barker Street, Broome	3:00 pm
<b>Friday 8 March</b>	South Hedland ACC	Justice Complex, Hawke Place, South Hedland	10:00 am
<b>Friday 8 March</b>	Karratha ACC	70 Welcome Road, Karratha	10:00 am
<b>Friday 8 March</b>	Bunbury ACC	Level 2, 65 Wittenoom Street, Bunbury	1:00 pm

<b>Friday 8 March</b>	Kalgoorlie ACC	Kalgoorlie Court House, Hannan Street, Kalgoorlie	3:00 pm
<b>Monday 11 March</b>	Albany ACC	Conference Room, Albany Justice Complex, 184 Stirling Terrace, Albany	12:30 pm
<b>Tuesday 12 March</b>	Newman ACC	Shop 3/20 Hilditch Shopping Centre, Hilditch Ave, Newman	3:00 pm
<b>Tuesday 12 March</b>	Geraldton ACC	Bubble Room, Ground Floor, 45 Cathedral Ave, Geraldton	3:30 pm
<b>Tuesday 12 March</b>	Kununurra ACC	Cnr Messmate and Konkerberry Drive, Kununurra	4:30 pm

Your application is important as it will be used to determine your suitability to progress to the next stage of the assessment and selection process.

All applications are required to be submitted **online** at [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au)

Review all of the information in the JDF and in this booklet this information will assist you with the preparation of your application.

Click on the 'apply for job' button at the bottom of the screen

Complete the on-line application questions (please allow 15-20 minutes to complete)

Attach a current and comprehensive CV that highlights your suitability for the position in the context of the work-related requirements (selection criteria) contained in the Job Description Form.

Include details of two referees in your application.

Your CV and response to the application questions will provide the selection panel with a solid base from which to assess your suitability for the position.

Applicants who are shortlisted for further assessment will be assessed against the selection criteria listed in the Job Description Form (attached to the job advertisement).

**Please note: emailed and late applications cannot be accepted.**

**Closing date:** Please refer to online advertisement.



## Recruitment and selection assessments

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This is a multi-level recruitment process and suitable applicants will be assessed in the following way:

### Initial Assessment of Application

Your application will be initially reviewed and assessed against the eligibility requirements. To be eligible for employment as a Community Corrections Officer, you:

- Must be an Australian or New Zealand citizen, or have permanent residency status within Australia.
- Must possess a current unrestricted C-Class (Manual) Driver's Licence

When you submit your application, it is important that you have completed and lodged all required forms, including the application form (paper copy or online) and your CV and answers to the questions listed in this information booklet. Finally, your answers to the questions in the information booklet and CV will be reviewed and taken into consideration when applications are short-listed.

### Selection Panel Interview

During the Selection panel interview, the panel will ask a series of questions relevant to the role and designed to assess an applicant's level of skills, knowledge and abilities against the essential work related requirements of the position (as detailed in the Job Description Form). On the scheduled day of the interview, the applicant will be given the questions 15 minutes before the interview (pre-reading time) to prepare a response to the interview questions. The scheduled interview follows with a maximum timeframe of 30 minutes.

You should consider the following points in preparation for your interview:

- Be familiar with the work-related criteria outlined in the Job Description Form.
- Consider the work-related criteria and think of specific examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties of the position and how they should be carried out, considering problems that might be encountered and how they would be resolved.
- It is also important to consider outcomes and results achieved.
- Be punctual and appropriately attired – neat and professional
- Take time to answer each question and present answers clearly and concisely
- Use the interview to ask any questions that you may have in relation to the position.

Applicants attending the interview will be asked to bring several completed department forms with them. You will be advised of the necessary forms when your interview time

is scheduled. As this is a State-wide campaign, applicants will be assessed in regional and metro locations. Should regional or interstate applicants wish to attend an interview, this will be done at his/her own expense.

### **The Employment Profile Assessment (EPA)**

Applicants shortlisted for further assessment will undertake the Employment Profile Assessment which consists of a number of written tests and questionnaires that have been selected to assess some of the skills, abilities and characteristics required to work successfully as a CCO with the WA Department of Corrective Services. The Employment Profile Assessment consists of two parts:

- 1. Ability tests:** Two timed tests, one focussing on verbal reasoning skills and the other on abstract reasoning skills. The tests are in multiple-choice format, where applicants are required to answer as many questions correctly within the time limits allowed.
- 2. Personality questionnaires:** Designed to elicit further information about a person's attitudes, thoughts and beliefs. Applicants are required to indicate their level of agreement or disagreement to numerous statements. There are no right or wrong answers, and applicants are provided with up to an hour and half to complete.

An Employment Profile Assessment session takes approximately **three hours** to complete.

Test results will be used in conjunction with all other results from the selection process, to assist the panels to make a determination on the overall suitability of each applicant for the CCO roles in the context of the relevant work related requirements as contained within the Job Description Form (JDF).

**You may be asked to attend a one-to-one interview with a registered psychologist.** Be prepared to answer questions about yourself including your work, family and social life, some of which may be more personal than you would expect in a normal job interview. Interviews will be conducted in person or via telephone, depending on your location, and may take up to one hour. It is recommended that you adhere to normal interview protocol including appropriate attire. If you are scheduled for a telephone interview, ensure that you are in a quiet and private area. You will be notified in advance if you will be required to take part in a psychological interview and a suitable date arranged.

As this is a State-wide campaign, applicants will be assessed in a regional location. Should regional or interstate applicants wish to attend an interview, this will be done at his/her own expense.

## **Criminal History and Integrity check**

All Department of Justice employees are required to undergo a National Criminal History check. A previous criminal conviction or pending charge may not necessarily preclude a person from being employed with the Department.

Staff in positions which work with offenders are also required to undertake an Integrity check. A screening process, including, but not limited to, the searching of both State and Federal Government databases such as the Department's Prisons Visitors Database and WA Police Records, is undertaken to determine the suitability of the applicant, and to identify those with convictions or associations that may compromise their employment within the Department.

Any other eligibility requirements are outlined in the **Job Description Form (JDF)** attached to the job advertisement.

## **Referee Reports**

At application stage, applicants are required to provide a current and comprehensive resume including the names and contact details for two relevant work related referees. It is important the referees provided have been notified by the applicant and are willing to complete a referee report when contacted. Please note the Department's selection panels prefer recent and relevant work related referees with a role of direct supervision of that applicant.

## **Feedback**

All applicants will receive a letter at the conclusion of the recruitment process advising the outcome of their application. The letter will include an invitation to seek feedback. Gaining feedback about your application is as equally important for successful and unsuccessful applicants.

Feedback on the panels' assessment of your application will help you to understand how the selection panel made their decision.

## **The Appointment Pool**

Those applicants deemed suitable following the assessment process will be placed into a pool from which current and future positions may be filled on a permanent, fixed term, secondment, full-time or part-time basis (in accordance with business requirements). The pool will operate for 24 months. Details of appointment will be discussed at the time of offer. Applicants selected to the pool are not guaranteed a job offer.

## **Training**

The Correctional Officers Foundation Program provides trainees with foundation skills and knowledge designed to prepare them to commence duties as Community

Corrections Officers. The full-time course incorporates six months of mixed periods of off-the-job and on-the-job training, based at the Department's Academy in Perth and at the trainee's workplace. Written and practical assessments are conducted during this period.

This training is linked to a nationally accredited qualification. Trainees that have been assessed as competent by experienced field and training staff will be awarded the Certificate III in Correctional Practice (Community). This certificate is a mandatory requirement to work as a Community Corrections Officer and appointees will be required to successfully complete both on-the-job and Academy based training within a prescribed period of time from commencement of employment.

People employed from the pool **must** be prepared to travel to the Department's Training Academy located in Bentley in the Perth metropolitan area to attend block training on a **fulltime basis**.

People employed from the pool who are located in regional areas will not be required to pay for travel or accommodation that is necessary for this required training. Applicants who require leave during training, due to unanticipated matters or obligations, may be eligible at the discretion of the Assistant Director in line with award provisions.

Permanency as a Community Corrections Officer may be confirmed upon the successful completion of all elements of the training, the completion of a satisfactory performance assessment, good conduct and regular attendance. Appointments are made on the basis of business needs.

**Aboriginal, Torres Strait Islander and applicants from culturally and linguistically diverse groups are strongly encouraged to apply**

***Thank you for your interest in a career with the Department of Justice.***