



Job Description Form

Generic Assistant Community Corrections Officer

Adult Community Corrections

Position details

Classification Level:	2
Award/Agreement:	PSA 1992 / PSGOGA 2014
Position Status:	Permanent
Organisation Unit:	Corrective Services Division, Adult Justice Services Directorate, Adult Community Corrections
Physical Location:	Various (Metropolitan or Regional)

Reporting relationships

Responsible to:	Team Leader Level 6
This position:	Generic Assistant Community Corrections Officer - Level 2
Direct reports	Nil

Overview of the position

Adult Community Corrections (ACC) plays a key role in the achievement of the Department's Strategic Platforms by providing essential services and legislative compliance. ACC ensures that adult offenders are provided with programs (certified by Offender Management Directorate) that improve life skills, address their offending behaviour, improve their educational and work skills, maintain family links and prepare for re-integration on their release. ACC ensures that each community corrections facility has the necessary resources, service specifications and legislative information to effectively manage daily operations. ACC will maintain a broad focus across the community corrections estate to ensure that service delivery is consistent, culturally competent and based on empirical evidence.

The Assistant Community Corrections Officer reports to the Team Leader ACC and undertakes monitoring of offenders subject to a low risk regime and provides support to other members of the Case Management Team to ensure offender compliance

with orders (e.g. monitoring and reporting on attendance at community work and program activities).

Job description

As part of the ACC team, the successful applicant will be expected to:

- Maintain focus and alignment on the Department's goals concerning safety, security and rehabilitation
- Always consider the unique risks associated with the Department's activities when undertaking all duties
- Communicate effectively, model 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 the Department's chain of command to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively with staff in other directorates and within the division to achieve common goals and best practice and facilitate business improvements as appropriate, demonstrated analytical problem solving skills, customer focus and alignment with Departmental strategic objectives
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities
- Support cultural and management reforms within the Department.

Role specific responsibilities

- Interviews, assesses and determines the placement of adult offenders and defendants subject to community work requirements in accordance with departmental policies and procedures.
- Provides an appropriate level of management, oversight and monitoring of the performance of offenders and defendants subject to community work requirements to facilitate successful completion of orders.
- Provides an appropriate level of management, oversight and monitoring through approved processes, [including home visits] of the compliance of selected offenders on low risk regime and those offenders residing interstate.
- Under the direction of the Team Leader, provides an appropriate level of management, oversight and monitoring of offenders and defendants subject to electronic monitoring and/or curfews including the installation/retrieval of equipment and facilitating authorised absences during curfews.
- Prepares reports associated with the allocated workload.
- Prepares Breach Advices and serving of Orders to Attend.

- Liaises and negotiates with community stakeholders in regard to safety matters and in order to recruit and maintain community work projects.
- Liaises with community work project personnel to facilitate successful offender placements.
- Responds to general enquiries from stakeholders relating to compliance supervision and community work issues.
- Represents and positively promotes the Centre, Region, Division or Department at appropriate internal and external forums including regional and remote communities.
- Works collaboratively with other agencies, divisions and communities in relation to allocated offenders and defendants.
- Attends court as necessary.
- Provides support to the Case Management team.
- Researches and provides information on performance of community work and compliance when required including the provision of information on projects for ministerial launches/visits and newspaper articles.
- Supports centre staff as required.
- Attends Practice development and team meetings.
- Understands and applies the Adult Community Corrections handbook, the provisions of relevant legislation, policy and procedures applying to respectively to adult offenders/defendants and departmental staff.
- Accesses, processes and applies identified and appropriate information both in manual and electronic formats.
- 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 the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to understand the Department's values and objectives how they are relevant in assigned work, and to work under direct supervision to meet timelines and priorities.

Achieve results

The ability to see tasks through to completion; rescheduling and reorganising work to reflect changes in priority. Applies own expertise to work tasks, learn new products and services and maintain accurate records and file

Builds productive relationships

The capacity to responds under direction to changes in client needs and expectations, manage progress and keeps clients informed and provide prompt and courteous service, as well as the capacity to recognise the value of individual differences and work styles.

Exemplifies personal integrity and self-awareness

A demonstrated commitment to adhere to the Code of Conduct, behave honestly and ethically. Applies self to meet objectives, stay calm and professional under pressure, and provide accurate information to others. Provides accurate information, checks and confirms accuracy prior to release. Acknowledges mistakes and learns from them, and seeks guidance and advice when required

Communicates and influences effectively

The ability to explain information using language appropriate to the client while limiting the use of jargon, listen and ask questions to ensure understanding and to confirm that the message has been understood and to discuss issues calmly.

Role Specific Criteria

To facilitate community contacts including Courts:

- All Assistant Community Correction Officers must hold a valid driver's licence.

When working in a centre/branch that services regional areas (Kimberley, Pilbara, Midwest and Goldfields, although these requirements may be applicable to metropolitan based positions that service regional areas) every ACC Assistant Community Correction Officer:

- Is required to be away from home for periods of time.
- Is a required to drive vehicles (including 4WD) with manual transmissions and hold a current manual driver's licence (class C).
- Is required to travel via airplane including light aircraft.

Special requirements/equipment

Nil

Certification

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

Assistant Commissioner ACC

Signature: _____ Date: _____

HR certification date: _____