



Job Description Form

014696 Prisoner Employment Coordinator

Casuarina Prison

Position details

Classification Level: 3

Award/Agreement: PSGA / PSA

Position Status: Permanent

Organisation Unit: Casuarina Prison, Adult Male Prisons

Physical Location: Casuarina

Reporting relationships

Responsible to: 3977 – Manager Industries & Facilities Level 6

This position: 014696 Prisoner Employment Coordinator - Level 3

Direct reports:

Overview of the position

Casuarina Prison is situated approximately 40km from the Perth CBD and is designed to hold male sentenced and remand prisoners of all classifications from across the state. The Prison caters for prisoners who have committed violent and/or other serious offences. The prison has a number of state facilities such as Special Handling Unit, Infirmary, Mental Health Unit, Alcohol and Drug Unit.

Within the overall prison service configuration, the key functions of Casuarina Prison are:

1. To receive and house male maximum security sentenced and remand prisoners;
2. To provide diversified vocational skills training and development for increased work opportunity on release;
3. To assist long term prisoners address specific offending behaviours; and
4. To act as a dispersal prison for long term prisoners.

The Prisoner Employment Officer will assess skills, abilities, and needs of prisoners and suggest employment options best suited for the individual. The Employment Officer monitors prisoner numbers attending their respective workplaces and regularly report to the Manager of Industries.

Job description

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

- Work to improve communication and 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 chain of command to coordinate activities required to meet the Department's strategic objectives.
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate.
- Facilitate cultural and management reforms within the Department through leadership and engagement.
- Represent the Department's interest on committees and working groups as required.

Role specific responsibilities

- Develops and implements monitoring systems for management of prisoner employment.
- Prepares various reports and correspondence on identified issues related to prisoner employment. (This includes such things as weekly attendance figures, production targets, incident reports, OSH, etc.)
- Whenever possible, interviews unemployed prisoners in their respective units and provides employment options such as vocational training or education programs.
- Maintains records of prisoner employment and their previous placements.
- Maintains appropriate employment and prisoner records attending the workshop.
- Complies and works within established safety and security procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Identifies and reports gaps in implementation of policy and procedures at operational level.
- Ensures that quality control procedures are established and maintained at all times.
- Participates in the identification of and applies opportunities for continuous improvement within the work area.
- Other responsibilities as required under Prisons Act.

Job related requirements

In the context of the roles specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

Shapes and Manages Strategy

The ability to; understand the reasons for decisions made within the division and be able to explain how they are related to their work, identify issues that may impact on the achievement of goals and inform supervisor, utilise knowledge of the work environment to contribute to planning activities, draw information from a variety of sources and apply common sense to analyse what information is important/relevant are all important for this role.

Achieve Results

The ability to; reschedule and reorganise work to reflect changes in priorities, demonstrate knowledge of new programs, plans or services that are relevant to the position, maintains accurate records and files; and, ensure that tasks are completed within allocated timeframes are all fundamental to this role.

Builds Productive Relationships

The capacity to; build and maintain relationships with senior management colleagues and clients, share information with stakeholders and seek input from others to inform team discussions, ensure that relevant/important information is shared where required, treat people with respect and courtesy and to act on constructive feedback are requirements for this role.

Exemplifies Personal Integrity and Self-Awareness

A commitment to; adhere to the Code of Conduct in all interactions, behave in a honest professional and ethical way, check and confirm the accuracy of all information prior to release, take responsibility for the completion of work and seek guidance where necessary, stay calm under pressure and not react personally to criticism, acknowledge mistakes and learn from them, meet agreed performance levels and seek and accept supervisor feedback and guidance are all important for this role. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

Communicates and Influences Effectively

An ability to; structure messages clearly and succinctly orally and in writing, gain a clear understanding of others comments by actively listening and asking questions to ensure understanding – checks that own views have been understood and able to discuss issues thoughtfully without becoming aggressive are requirements for this role.

Role Specific Criteria

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- Experience working within a custodial environment (eg. within a prison.)
- Knowledge of the Prisons Act and relevant legislation in regards to the employment of prisoners within a custodial environment.

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.

<Delegated Authority title>

Signature: _____ Date: _____

HR certification date: _____