



# Job Description Form

## Generic Youth Custodial Officer

### POSITION DETAILS

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Classification Level:	2
Award/Agreement:	<i>Juvenile Custodial Officers' Award / Department of Corrective Services Youth Custodial Officers' General Agreement 2017</i>
Position Status:	Permanent
Organisation Unit:	Banksia Hill Detention Centre
Physical Location:	Canning Vale

### REPORTING RELATIONSHIPS

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Responsible to: Generic Unit Manager - Level 3 (dependant on placement)

**THIS POSITION:** **Generic Youth Custodial Officer – Level 2**

Direct reports: Nil

### OVERVIEW OF THE POSITION

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The Banksia Hill Detention Centre (the Centre) is Western Australia's only facility for sentenced and remanded young people aged 10 – 17 years old. The Centre is directly responsible for ensuring the safety and security of young people in custody, in alignment with the principles outlined in the *Young Offenders Act 1994* and *Young Offender Regulations 1995*. The Centre's core objective is to reduce reoffending among young people through the delivery of services and programs.

The Youth Custodial Officer is responsible for the contemporary management of, and positive engagement with, young people in the justice system, specifically those held at the Centre. The position has a direct impact on the provision of rehabilitative services available through the Department to young people who have offended. The role considerably influences services that ensure young people are provided opportunities to address their offending behaviour, improve their education and work skills, maintain family links, and prepare for reintegration and release.

The successful applicant will play a pivotal role in positive role modelling and exhibiting behaviours that support high quality service provision, teamwork, equity, integrity and personal learning. The desire to positively work with young people in challenging situations is critical.

### JOB DESCRIPTION

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As part of the Centre's 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 policies and procedures and ensure effective transparency and accountability of all daily 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;
- Drive and support organisational change and continuous improvement by actively contributing to achieve the Department's vision, mission and priorities; and
- Support cultural and management reforms within the Department.

## ROLE SPECIFIC RESPONSIBILITIES

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Duties include, but are not limited to, the following points:

- Be responsible for the care, safety, security, wellbeing and developmental needs of young people in accordance with relevant legislation and Departmental policy, procedures and custodial rules.
- Be a good role model for young people.
- Positively engage with young people in challenging situations.
- Be aware of and have the ability to positively engage with young people from culturally diverse backgrounds, including Aboriginal young people.
- Participate in a roster rotation that reflects the structured day and exposes the Youth Custodial Officer to all facets of the Centre's operations.
- Work in a manner that supports the principles that young people have strengths that can be built on; are still maturing and cannot be treated as adults; need to be aware their decisions have consequences; need help to build on positive links with family and community; are placed in custody as a last resort; may need a range of supports to find a pathway out of offending; and have service needs that must be continually monitored and improved.
- Contribute towards implementing and upholding an organisational culture aligned to the *National Principles for Child Safe Organisations*.
- Be designated as a 'custodial officer' for the purposes of the *Young Offenders Act 1994* and the *Young Offenders Regulations 1995*.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## JOB RELATED REQUIREMENTS

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In the context of the role specific responsibilities, able to demonstrate the following:

### 1. Shapes and Manages Strategy

An ability to commit to the rehabilitation of young people, understand the Department's direction and role within the community and apply it to daily operations and the care of young people.

### 2. Achieve Results

An ability to care, nurture and support young people; and to participate in a structured day which provides rehabilitative services.

### 3. Builds Productive Relationships

An ability to build and sustain positive relationships with young people (particularly from an Aboriginal background), their families, a multidisciplinary team at the Centre, and with a range of external stakeholders to achieve better outcomes for young people.

### 4. Exemplifies Personal Integrity and Self-Awareness

An ability to persist and maintain focus on the care of young people even in difficult circumstances, apply and promote integrity, and commit to self-reflection and personal development.

### 5. Communicates and Influences Effectively

An ability to communicate clearly (verbally and in writing) in a culturally appropriate manner to provide clear, impartial and positive guidance and to successfully listen, understand and engage with young people with complex needs.

### 6. Youth Engagement

An ability to engage and work with youth demonstrated through relevant life experiences positively supporting young people in challenging circumstances and/or qualification/s.

## SPECIAL REQUIREMENTS/EQUIPMENT

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Applicants will be required to successfully complete any learning and assessment requirements applicable to the role through the Department's Training Academy and the Centre. Recognition of prior learning and/or experience may be considered.

Prior to appointment a successful applicant must:

- Receive clearance through a National Criminal History check and the Department's integrity assessment; and
- Possess a current clearance under the *Working with Children (Criminal Record Checking) Act 2004*.

## CERTIFICATION

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR CERTIFICATION DATE: \_\_\_\_\_