



Job Description Form

Department of Corrective Services Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title General Relief Instructor		
Effective Date November 2010	Position Number Generic	Level VS0 3
Division Adult Custodial	Directorate Custodial Operations	Branch Metropolitan

Divisional Outcomes

Reduce re-offending; protect the community and direct offenders towards the adoption of law-abiding lifestyles.

Directorate Outputs

Custody and containment;
Care and well being;
Reparation; and
Development and reintegration.

Branch Outputs

Managing the Prison to ensure security and good order is maintained in line with its business plan, resource management budget and statutory requirements;
Managing the Prison to ensure the care, well being and developmental needs of prisoners are met;
Developing effective community and industry programs aimed at providing reparation to the community; and
Managing the delivery and encouraging prisoner participation in programs aimed at preventing re-offending.

Role of the Position

Casuarina Prison is situated approximately 40km from the Perth CBD and is the state's largest maximum security prison designed to hold sentenced prisoners of all classifications from across the state. The Prison caters for adult male prisoners who have committed violent and/or other serious offences and who have long terms of imprisonment.

Casuarina is also the state facility for managing the small numbers of offenders who are extremely violent, predatory, disruptive or committed to escape from custody. These prisoners are housed in the Special Handling Unit. The facility also contains a comprehensively equipped Infirmary and is responsible for the receipt and medical clearance of prisoners released from community hospitals prior to their return to their respective facilities.

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

1. To receive and house male maximum security sentenced prisoners;
2. To provide diversified vocational skills training and development leading to 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 General Relief Instructor will manage, organise and control all aspects of various workshops while relieving instructors on leave within workshops as required. The position is responsible for the provision of productive work for prisoners, meeting training and production deadlines whilst maintaining the good order of the prison.

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Responsibilities of this Position

Provides relief assistance across the various workshops within the Prison ensuring the maintenance of routines.

General Relief Instruction

Develops and delivers relevant training and associated activities designed to improve and enhance offenders' skills.

Provides accredited training for the completion of traineeships/apprenticeships through on-the-job and classroom training.

Responsible for the control of prisoners within the workshop.

Ensures proper instruction in the use of equipment through the development and delivery of induction training in workshop practices and procedures.

Information and Knowledge Management

Maintains appropriate systems to track the stock records, production and distribution of workshop products.

Maintains the appropriate employment and training records for prisoners attending the workshop.

Prepares various reports and correspondence on issues related to the workshop, including training targets, incident reporting and Occupational Safety and Health etc.

Policy and Procedures

Complies and works within established safety and security procedures.

Ensures compliance with relevant legislation, guidelines and procedures.

Implements policies and procedures and identifies and reports on shortfalls at an operational level.

Ensures quality control procedures are maintained.

Ensures the custody of prisoners is in accordance with the requirements for the good order of the Prison.

Workplace Relations

Identifies and discusses any issues with the effectiveness of the operations of the workshop with the Manager Industries and Facilities.

Ensures effective communications within the team and with internal and external parties, including offenders, visitors and external providers.

Participates in identifying opportunities for continuous improvement within the team.

Ethical Behaviour

Demonstrates ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

Other

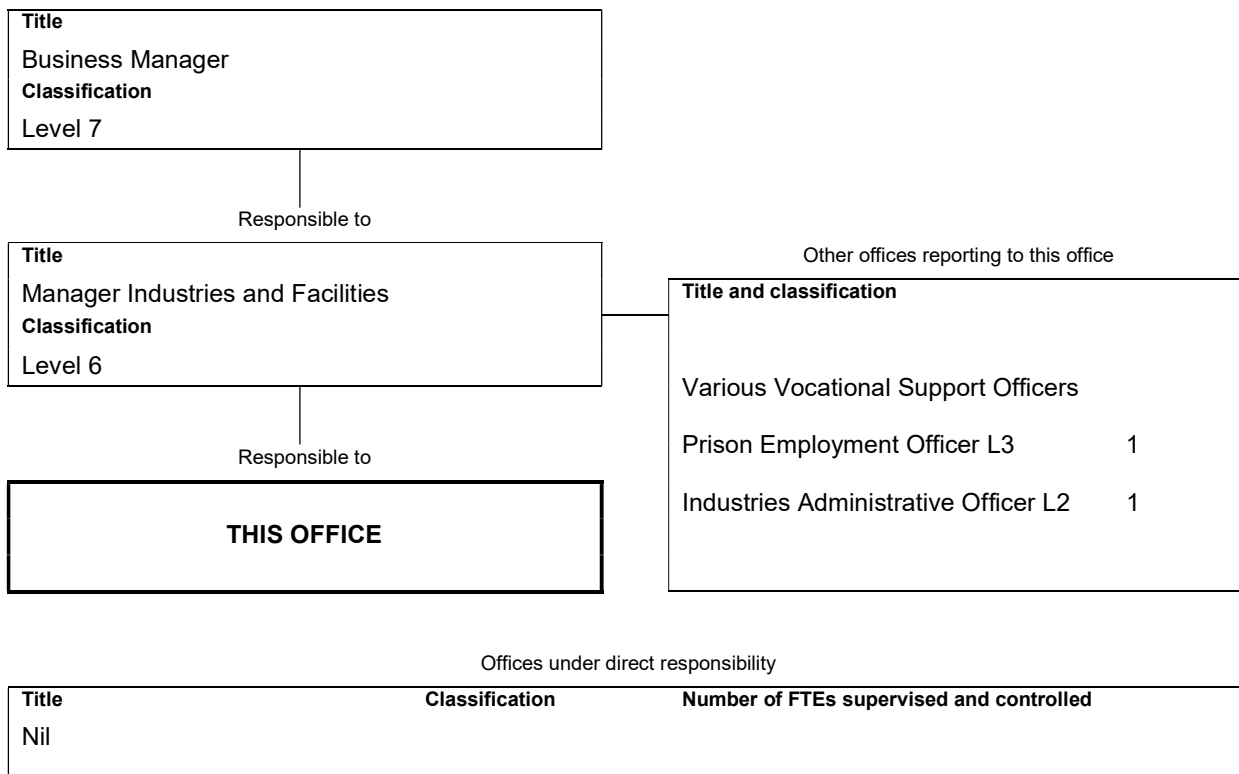
Other duties as directed.

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Work Related Requirements (Selection Criteria)	Context Within Which Criteria Will Be Applied And/Or General Standard Expected
<u>ESSENTIAL</u>	
1. Possession of relevant trade qualification.	Pertaining to building, printing, textile, material fabrication, boot making or painting trades.
2. Ability to provide training.	Developing and delivering training. Encouraging participation.
3. Communication and interpersonal skills.	Effectively liaising with a broad range of stakeholders both orally and in writing. Working professionally with others in a team environment.
4. Organisational skills.	Setting and meeting work priorities. Delegating appropriately across teams within the workshop to achieve outcomes within timeframes.
5. Computer skills.	Utilising programs and applications for word processing, data entry and spreadsheets.
<p>Please note the following additional pre-appointment requirements to comply with the Prisons Act and Regulations and applicable Departmental policy and procedures. A successful applicant must:</p> <ul style="list-style-type: none"> • Complete the Employment Profile Assessment as determined by the DCS Recruitment Psychologist; • Receive a clearance through a National Criminal History check and the Departmental integrity assessment; • Possess a current 'C' class motor vehicle driver's licence; • Possess a valid Senior First Aid qualification (or equivalent) received from an accredited training provider; and • Be willing to undertake training applicable to the role through the Department's Training Academy. <p>(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).</p>	

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Reporting Relationships



Location and Accommodation

Location
Casuarina

Accommodation
N/A

Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.

Certification

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

Delegated Authority Approval

Signature	
Date	