



## Job Description Form

### Department of Justice Purpose

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

<b>Position title</b> Reintegration Project Officer		<b>Special conditions</b>
<b>Effective date</b> 25/01/2018	<b>Position number</b> Generic	<b>Level</b> 4
<b>Division</b> Corrective Services	<b>Directorate</b> Offender Management	<b>Branch</b> Transitional Services

### Divisional Outcomes

The Offender Management Division's primary focus is on reducing reoffending, which it will achieve by:

- providing leadership, oversight and support in a holistic and partnership approach across all areas of the Department to embed therapeutic practices;
- elevating the position of rehabilitation and reintegration service delivery, including partnerships with non-government organisations; and
- establishing enhanced Aboriginal services to guide, monitor and provide practical supports.

The Division is the custodian of offender management which incorporates the delivery of evidenced based assessments, strategy and development, rehabilitation programs, education, employment and transitional services, psychological assessment and counselling support, health and sentence management.

### Directorate Outputs

The Education, Employment & Transitional Services Directorate works towards assisting students to acquire, develop, practice and apply the knowledge, skills and attitudes now and in the future to take responsible control of their own lives.

### Branch Outputs

As an integral part of the Department of Justice, the Transitional Services Branch has a primary responsibility to work for the achievement of a safe and orderly community.

Through the commitment and application of staff, acting in partnership with other agencies and the community, the Transitional Services Team will coordinate and facilitate custodial related service provision by:

- Developing, maintaining and improving a transitional and re entry services framework
- Coordinate and support the implementation of DCS Contracted Service's agreements
- Developing access to and evaluating non government service provision

Coordinating the facilitation of service provision within prisons.

### Role of the Position

Works as a team member to provide comprehensive reintegration, employment and vocational training services to offenders. Assists in the administration of the physical, human and financial resources of the Reintegration Centre and services.

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## Responsibilities of this position

### Reintegration Services

- Contributes to the development of reintegration employment and vocational training projects for offenders.
- Delivers general reintegration, employment and vocational training projects to offenders.
- Contributes to the co-ordination of reintegration, employment and vocational training programs.
- Assists in the administration of reintegration, employment and training records of offenders involved in reintegration, employment and vocational training projects.
- Develops project delivery plans for reintegration, employment and training programs.

### Liaison

- Liaises with Reintegration and Employment areas, the Education Management unit, prison administration and external agencies and groups for the purpose of referral and the co-ordination, extension and enhancement of service delivery.

### Evaluation & Monitoring

- Maintains appropriate individual prisoner records.
- Assists in the evaluation of the Unit's reintegration, employment and vocational training programs.
- Assists budget preparation and expenditure for this prison site.
- Assists in the development and implementation of the site's Annual Operational Plan.

### Supervision & Training

- Supervises the performance of training personnel to ensure program integrity.
- Participates in team supervision and training activities.
- Assists in other staff training activities.

### 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 and occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.

### Other

- Other duties as directed.

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<b>Work related requirements (Selection Criteria)</b>	<b>Context within which criteria will be applied and/or general standard expected</b>
<b>Essential</b>	
<b>1. Experience</b>	Relevant experience in the field of reintegration, employment and/or vocational training services.
<b>2. Knowledge/Skills/Abilities</b>	Strong written and verbal communication skills. Knowledge of reintegration or employment or vocational training services.
<b>3. Planning and Organising Skills</b>	Sound interpersonal and organisational skills appropriate to work in a challenging multidisciplinary work environment. Coordinating, planning and prioritising the provision of a range of services for offenders in prison and the community.
<b>Desirable</b>	
<b>4. Qualifications</b>	Appropriate post-secondary qualifications. Certificate IV Training and Assessment.
<b>5. Experience</b>	Experience in the provision of reintegration and or employment services to offenders or ex-offenders.
<b>(Note:</b> 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).	

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### Reporting relationships

<b>Title</b> Manager Prisoner Employment Program and Transitional Services <b>Classification</b> L7		
Responsible to		
<b>Title</b> Transitional Manager <b>Classification</b> L5		Other offices reporting to this office <b>Title and classification</b>
Responsible to		
<b>This office</b>		
Offices under direct responsibility		
<b>Title</b>	<b>Classification</b>	<b>Number of FTEs supervised and controlled</b>

### Location and accommodation

State location.
Accommodation

### Allowances / special conditions

The Contract of Employment specifies conditions relating to this position.	
<b>Certification</b> The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.	
<b>Delegated Authority Approval</b>	
Signature	
Date	/ /