



Job Description Form

Department of Justice 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 Senior Programs Officer		Special Conditions Specified Calling
Effective Date May 2014	Position Number Generic	Level 2 SC
Division Offender Services	Directorate Offender Services	Branch Offender Programs

Divisional Outcomes

The *Offender Management and Professional Development Division* provides rehabilitative services incorporating education, program delivery, health services, professional development, recruitment, training, performance management, sentence management and the provision of support and counselling for Aboriginal and Torres Strait Islanders.

Directorate Outputs

Offender Services leads the coordinated research, development and delivery of offender programs, education and services that seek the ability for clients to adapt, cope and exhibit pro-social behaviour within a custodial environment and in the community.

Branch Outputs

- Rehabilitative program delivery
- Cognitive skills training
- Specialist support and advice

Role of the Position

Under direction of the Program Delivery Manager, the position delivers therapeutic and psycho-educational programs that promote pro-social, law abiding behaviour to offenders.

Programs are delivered in both community and prison based settings across various sites and includes after hours work.

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Responsibilities of this Position

Program Delivery and Facilitation

Delivers rehabilitative programs to offenders in custody and in the community.
Collaborates with and supports co-facilitators in the delivery of offender programs.
Contributes to the development of program delivery procedures and policies within a team based environment.

Program Planning, Development and Evaluation

Identifies and recommends improvements to program content and structure in order to effectively meet program objectives.
Assists with the evaluation of offender programs and reports on the impact, benefits and aspects requiring improvement and updating.
Collects relevant data and provides feedback that enables the evaluation and refinement of program provision.

Offender Assessment, Reporting and Record Keeping

Identifies the specific program needs of offenders through evidence based assessment.
Prepares written reports detailing offender assessment and treatment outcomes according to a set standard and within designated timeframes.
Provides advice and reports to Courts, the Prisoners Review Board and other internal stakeholders within designated timeframes.
Liaises with relevant Department personnel about treatment and assessment issues.
Creates and maintains records that meet legislative and branch requirements.

Consultancy and Advice

Provides a program consultancy and training service to the broader Department with regard to offender programs.
Maintains knowledge of external resources and current research pertaining to the ongoing rehabilitative needs of offenders.
Communicates with internal and external stakeholders about programmatic intervention issues.

Ethical Behaviour

Demonstrates ethical behaviour in accordance with the Departments Code of Conduct.

Equity, Diversity and Occupational Safety and Health

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

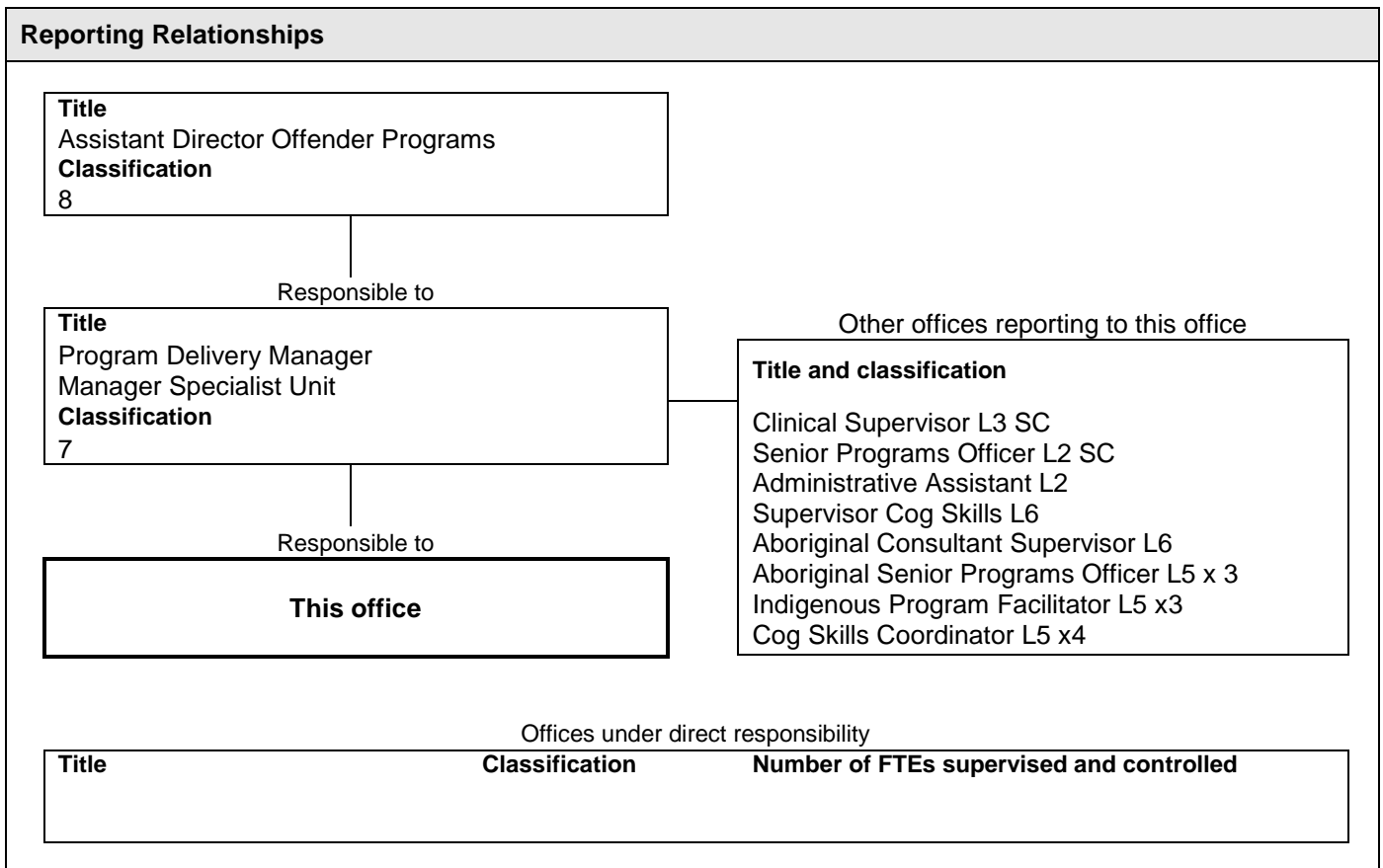
Other

Other duties as directed

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<u>ESSENTIAL</u>	
1. Group Program Delivery Skills and Experience	Works with a diverse range of mandated clients within a therapeutic and case management environment. Utilises evidence based models of group intervention, literature, group processes and group dynamics.
2. Communication and Interpersonal Skills	Writes reports and communicates with a wide range of stakeholders. Networks with a variety of internal and external agencies to assist with offender rehabilitation. Engages with clients to achieve positive outcomes.
3. Teamwork Skills	Contributes positively as a member of a team. Provides constructive input into the development and evaluation of programs.
4. Cultural Sensitivity	Applies a sound understanding of cultural sensitivity and awareness when working and interacting with diverse cultural groups.
5. Ethical Behaviour	Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies
6. Qualifications	<p>A Bachelor Degree in Social Work or a 4-year Degree in Psychology.</p> <p>Eligibility for registration with either the Psychologists Registration Board of WA (APHRA) or the Australian Association of Social Workers (AASW).</p> <p>Possession of a Current WA Motor Vehicle Driver's Licence</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).	

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Location and Accommodation
Location Various locations throughout Western Australia
Accommodation
Allowances / Special Conditions
The Contract of Employment specifies conditions relating to this position. The incumbent will be required to undertake work outside normal office hours.

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