



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 VSO - Activities Officer		
Effective Date July 2010	Position Number 2201	Level VSO 2
Division Adult Custodial	Directorate Custodial Operations	Branch Greenough Regional Prison

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 This Position

Greenough Regional Prison services a diverse prisoner population which includes male and female prisoners across all security ratings. The population of Greenough Regional Prison is predominantly made up of sentenced long-term Aboriginal prisoners drawn from the Midwest and Gascoyne Regions. The Prison also accommodates a small population of female prisoners. The Prison acts as regional remand centre and transit station providing accommodation for prisoners from the Pilbara and Kimberley Regions as and when required.

The Vocational Support – Activities Officer will assist in the development of recreational programmes that provide a maximum opportunity for prisoners' participation and utilisation of recreational facilities. This position is also responsible for managing the prison's library service.

The position is rostered to provide seven (7) day coverage in accordance with the daily routine of the prison.

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Responsibilities Of This Position

Recreation and Activities

- Organise and coordinate activities for prisoners after 'working' hours. Prisoners should have some input in order to promote a sense of responsibility, motivation and degree of self-management.
- Establishes appropriate sporting and recreational activity programs for the prison to cater for the whole spectrum of prisoner interests.
- Plan and establishes monthly recreation and sporting programs for the prison.
- Coordinates and manages special events for prisoners within the prison. (Naidoc week, New Year, Christmas, Easter, etc).
- Maintains and coordinates the stock and purchasing of consumable products.
- Maintains safe and appropriate storage of sport/gym equipment for the prison.
- Ensures all required sporting equipment for the prison is in good working order.
- Manage the oval, court areas and isometric equipment.

Library

- Undertakes appropriate library training and/or induction to library practices for prisoner with different skills and knowledge levels.
- Maintains and coordinates the stock and purchasing of consumable for the library.
- Maintains safe and appropriate storage of library equipment for the prison.
- Ensures all required library equipment for the prison is in good working order.
- Provides a resource service to prisoners attending the library.

Resource Management

- Responsible for the management and reporting of funds allocated to both the recreation/activities and library.

Managing Offenders

- Coordinates prisoners participating in sporting and recreational activities.
- Supervises prisoners attending the library facilities on a daily basis.
- Plan and control daily work activity of prisoners within the library.
- Ensures the custody of prisoners is in accordance with the requirements for the good order of the prison.

Policies and Procedures

- Complies and works within approved and established Occupational Safety and Health Regulations and procedures.
- Complies and works within approved and established Security procedures.
- Follows workplace policies and procedures within the Prison to achieve tasks.
- Implement policies and/or procedures within the work area, and identifies and reports related gaps at an operational level.
- Ensures that quality control procedures are established and maintained at all times.

Workplace Relationships

- Ensures effective communication within and outside the team and in liaison with internal and/or external parties that include offenders, visitors, external providers/contractors and community groups.

Information and Knowledge Management

- Maintains appropriate employment and prisoner records attending the library.
- Prepares various reports and correspondence on identified issues related to the library, recreation and activities. (This includes such things as recreation programs, special event coordination, Occupational Safety and Health, incident reports etc.).

Continuous Improvement

- Participates in the identification of and applies opportunities for continuous improvement within the work area.

Other Duties

- Other duties may be required within the occupant's skill base under the Prisons Act, involving specific emergency assistance for a period limited in time at the request of the Superintendent to assist in the management of the prison.

Position Title

VSO – Activities Officer

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Work Related Requirements (Selection Criteria)	Context Within Which Criteria Will Be Applied And/Or General Standard Expected
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ESSENTIAL

- | | |
|---|---|
| 1. Effective Communication Skills | Effective written, oral and interpersonal communication skills. The ability to adjust communication styles and methods to suit the cultural needs of clients. |
| 2. Time Management & Organisational Skills | The ability to prioritise, organise and complete work within set timeframes. |
| 3. Team Work | The ability to develop, maintain and participate in work groups to achieve positive outcomes. |
| 4. Computer Literacy | Current computing skills, such as Word, Excel and Email. |
| 5. First Aid | Current First Aid accreditation or willingness to undertake necessary accreditation. |
| 6. Current Drivers Licence | “C” Class minimum |

DESIRABLE

- | | |
|------------------------------|---|
| 1. Event Coordination | Previous experience in recreation and/or event coordination and organisation. |
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(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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Reporting Relationships

Title Superintendent
Classification Level 9

Responsible To

Title Business Manager
Classification Level 6

Responsible To

This office

Other offices reporting to this office

Title and Classification: Coordinator Resource Management – Level 4 Finance Coordinator – Level 4 VSO – Industrial Officers x 24
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Offices under direct responsibility

Title	Classification	Number of FTEs Supervised and controlled
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LOCATION AND ACCOMMODATION	LOCATION Greenough Regional Prison
	ACCOMMODATION Nil
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 <i>As per the Human Resource Management Delegations</i>	
Signature	
Date	