**Job Description Form**

**Disability Justice Officer**

**Position Details**

**Position Number:**  Generic

**Classification:**  Level 3

**Award / Agreement:**  PSA 1992 / PSGOCSAGA 2017

**Organisational Unit:** Disability Services / Disability Justice Service

**Location:** Caversham

**Classification Evaluation Date:** 15 December 2014

**JDF Review Date:** 10 July 2019

**Reporting Relationships**

**This position reports to:**

99005869, 99005868, Coordinator Individual & Transitional Services, Level 5.

**Positions Under Direct Supervision:**

This position has no subordinates.

**About the Department**

The Department of Communities’ mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department’s direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

The Department’s functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

**Role Statement**

The position maintains the safety and security of the centre through effective supervision and adherence to operational practice and procedures. The Disability Justice Officer works as part of a team to facilitate the development of training and support for people with intellectual or cognitive disability who are interfacing with the justice system. The Disability Justice Officer will promote and model the Disability Justice Services’ (DJS) guiding philosophy, principles and values by promoting human rights, person-centred and evidence-based approach. This role effects change using pro-social and life skills training and positive behaviour support.

The role is actively involved in Individual Development Planning, connecting with a range of key internal and external stakeholders, and supporting individuals to make positive changes and address past disadvantage including alleged criminal behaviour. This role also observes, assesses, makes changes, monitors and promotes a safe and healthy work environment. It ensures the delivery of evidenced-based services for residents and that residents benefit from an individualised, developmental approach focused on minimising offending behaviour and developing positive and pro-social behaviour to foster their inclusion in the community.

**Duties and Responsibilities**

**1.0 Program and Service Delivery**

1.1 Maintains a secure and safe environment for the benefit of residents, visitors, contractors, staff and the community, following Centre procedures.

1.2 Contributes to the development, implementation and review of client needs and risk assessments and individual development; behaviour; and transition planning.

1.3 Supports individuals to transition back into the community by supporting them to develop necessary life skills such as self-care, budgeting and independent living.

1.4 Works positively with Centre’s residents to encourage a structured, respectful living environment through effective modelling and reinforcement of pro-social behaviours.

1.5 Identifies and acts on opportunities for individuals to develop skills, and effectively responds to and supports the development of positive alternatives to offending behaviour.

1.6 Coordinates and supports appropriate service delivery including access to sporting, recreation, vocational and educational opportunities.

1.7 Attends and supports residents on planned community activities.

1.8 Participates in the management, review and implementation of strategies to reduce challenging behaviour.

1.9 Participates with management to ensure ongoing improvements to service delivery, health and safety issues, procedures, guidelines and policies.

1.10 Works alongside external stakeholders to support individuals to decrease behaviours of concern and provide opportunities for learning and development.

1.11 Works in conjunction with Justice and In Reach services to support individuals in custody/detention across the state who are eligible to receive services from the Disability Services Division.

**2.0 Relationships and Personal Development**

2.1 Actively contributes support and advice to team members, and participates and contributes in team and case management meetings.

2.2 Engages with allied health professionals to provide observations and feedback on individual supports and services.

2.3 Supports residents to establish and maintain relationships with family, friends and support networks in the community, as identified in their individual development plan.

2.4 Actively seeks and participates in learning experiences and other professional development opportunities.

**3.0 Operational and Other Duties**

3.1 Follows all policies and procedures relevant to the Disability Justice Service and the Department.

3.2 Maintains accurate and timely information on individual development plans and prepares reports and case notes as required.

3.3 Operates within a risk management framework, observes safe work practices; identifies, assesses, makes changes and manages risks; and follows approved safety and emergency procedures.

3.4 Other duties as required.

**Essential Work-Related Requirements (Selection Criteria)**

1. Certificate III in Disability or other human services discipline or progress toward one.

2. Demonstrated experience in assisting individuals in challenging situations to develop skills for independent living.

3. Strong written and verbal communication skills.

4. Ability to build relationships with individuals with disability, colleagues, families and other agencies/providers to achieve positive outcomes.

5. Evidence of a personal commitment to supporting and working with individuals in challenging circumstances (particularly disability) to live well in the community.

6. Ability to apply policies and procedures in demanding workplace situations.

7. Demonstrated ability to apply Equal Opportunity and Occupational Safety and Health principles to workplace practices.

**Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.
2. A Working with Children (WWC) Check may be required.
3. Appointment is subject to a satisfactory medical and functional capacity examination
4. Ability to successfully complete "Apply First Aid" course (unless already held) during business hours.
5. The ability to work shifts with a changing roster involving a mix of morning, afternoon and overnight shifts rostered across Monday to Sunday).
6. Possession of a current Western Australian 'C' or 'C-A' Class Driver’s Licence or equivalent, and the ability to travel in response to organisational needs. This requirement continues for the duration of employment in this position and from time to time production of the licence may be required upon request by the Department.
7. You will be required to maintain an appropriate level of general health and fitness in order to undertake the duties and complete an annual functional capacity evaluation.
8. Ability to complete disability justice specific training within a prescribed timeframe.

9. Successful completion of Certificate IV in Disability (if not already held) within 2 years of commencement of employment. Training will be provided by the Department.