



Government of Western Australia
Department of Corrective Services

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 Prevention and Diversion Officer		Special Conditions WWC
Effective Date August 2011	Position Number Generic	Level 4
Division Community and Youth Justice	Directorate Youth Justice Services	Branch Various

Divisional Outcomes

Reduce offending, protection of the community and guidance of young people who have offended towards the adoption of law abiding lifestyles.

Effective business systems and services that support the Departments success.

Directorate Outputs

Young people who offend managed in the community.
Young people who offend managed in custody.
Prevention and Diversion Services.
Intervention Services.
Victim Services.

Branch Outputs

Youth Justice Services is a multi-disciplinary team working to provide an evidence based responsive service to young people and their families when they come into contact with the youth justice system. It aims to reduce antisocial behaviour, strengthen interagency partnerships and prevent likelihood of further escalation through the youth justice system.

Role of the Position

The Prevention and Diversion Officer is required to actively engage families, communities, the Courts, external programme providers and other Government agencies to facilitate the development of law-abiding behaviour.

Prevention and Diversion Officers:

- Provide short term crisis intervention, mediation, counselling and other assistance/support targeting behaviours that are causing the young person to come to the attention of the justice system and refer young people requiring longer term or specialist support to appropriate community agencies.
- Work in partnership with the Police Service, other government agencies, parents and young people at risk of developing offending behaviours (or who are at risk of re-offending).
- Provide an after hours emergency service to young people on supervision orders.
- Are the first point of call for all after hours Youth Justice Service enquiries.
- Facilitate Juvenile Justice Team meetings.
- Support the placement of young people, where deemed admissible, into the Supervised Bail Programme.

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Responsibilities of this Position

Assessment

- Assesses young people at risk of offending, young defendants and young people who have offended in relation to level of risk and particular needs using appropriate risk assessment procedures and professional knowledge and judgement.

Case Management

- Under the guidance of the Team Leader, develops and implements case management plans for young people at risk of offending.
- Facilitates referrals to relevant programmes and treatment services and monitors progress.
- Provides and facilitates counselling and intervention services to young people at risk of offending and their families to address offending behaviours.

Follow policy and procedures

- Understands, complies with and works within the Youth Justice Services philosophy, the Department's policies, procedures and legislative requirements associated with the management of young people who have offended in the community and Departmental staff.

Planning

- Contributes to business and operational plans for the team and Centre.

Stakeholder Relationships

- Engages and consults with families, communities, external service providers, community organisations, external agencies and other professionals to facilitate the management and rehabilitation of young people who have offending or considered to be at risk of offending. They also undertake their duties with understanding of and sensitivity to diverse cultural groups and demonstrate cultural competency in undertaking their duties by displaying an understanding and sensitivity to diverse cultural groups.

Teamwork

- Participates constructively and positively within workplace teams to achieve tasks.

Cultural Change

- Participates within and contributes to a positive and innovative workplace environment.

Continuous Improvement

- Identifies and implements opportunities for continuous improvement and development within the team.
- Reviews and improves processes, environment and systems within the established legislative and procedural framework.

Other

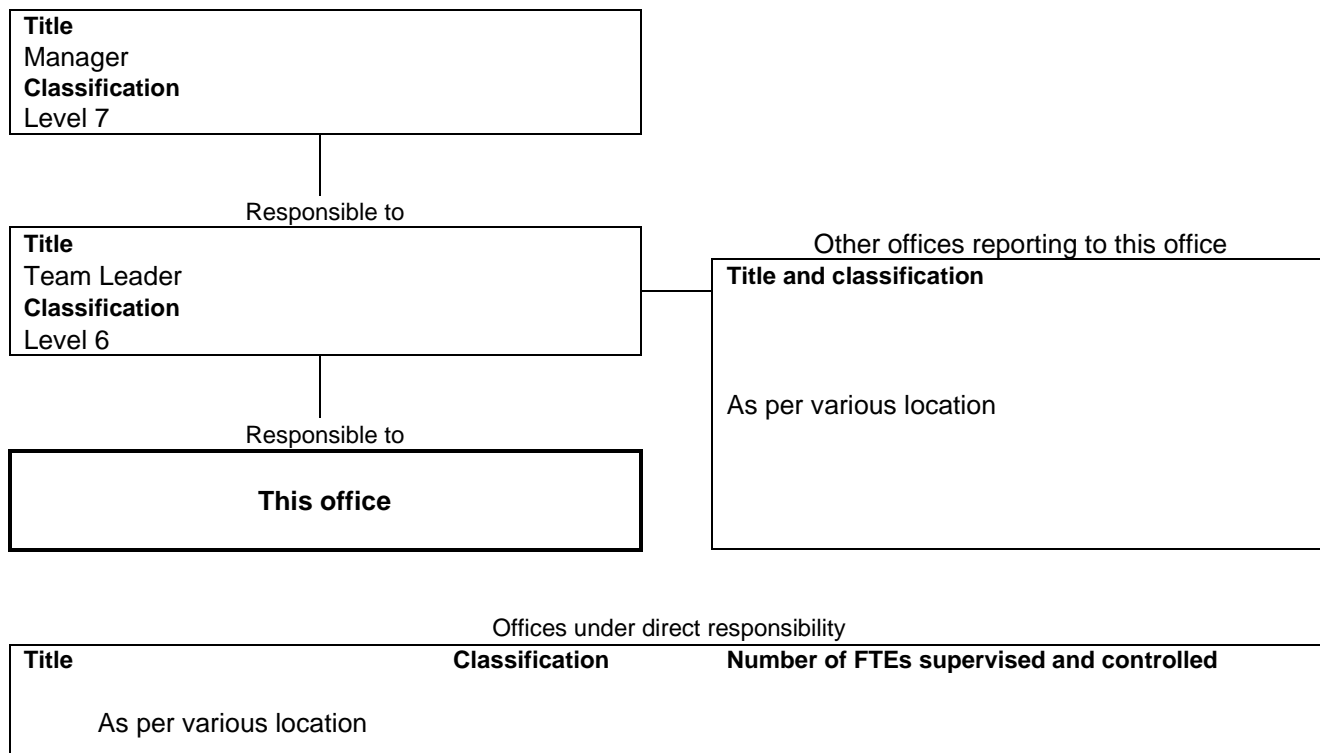
Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
ESSENTIAL	
Special Requirements for those centres/branches that service regional areas:	
The following is a description of requirements when working in Centres/Branches that service regional areas (these requirements may be applicable to metropolitan based positions that service regional areas):	
When working in a regional area there is a requirement for every Prevention and Diversion Officer to be away from home for periods of time. You must be available for out of hours duties as per the Award.	
Travel may be required to be undertaken so there is a requirement for every Prevention and Diversion Officer to drive vehicles (including 4WD) with manual transmissions and as such, a current manual driver's licence (class C) must be held when working across the State. There is also a requirement to travel via airplane including light aircraft.	
ELIGIBILITY	Current holder of or ability to obtain the relevant clearance under the Working with Children (Criminal Record Checking) Act 2004 (<i>the Act</i>). This position is identified under section 6 of the Act as 'Child Related Work'. Applicants must have a current Working with Children Check or be able to successfully apply for one eligible for appointment to this position.
COMMUNICATION / INTERPERSONAL	Well developed interpersonal skills, verbal and written (including keyboard skills and computer literacy) communication skills. The ability to communicate with difficulty and/or challenging people using effective strategies in a culturally appropriate manner
TEAMWORK	Demonstrated ability to work effectively within a team environment team
TIME MANAGEMENT & ORGANISATIONAL	Ability to manage conflicting priorities and work tasks within constrained timeframes.
PROBLEM SOLVING	The ability to develop effective solutions to problems to achieve desired outcomes
COUNSELLING & INTERVENTION TECHNIQUES	Ability to provide effective counselling and interventions to young people who have offended or are at risk of offending. Demonstrated ability to engage with young people and families in the community and home environments
ETHICAL BEHAVIOUR	Ability to work in an ethical manner
CUSTOMER FOCUSED	Ability to respond to client needs in a timely manner to achieve positive results
KNOWLEDGE	<p>Knowledge of policies and procedures relating to management of young people in the community who have offended or are at risk of offending and relevant legislation including the Young Offender's Act, Children's Court of WA Act, Bail Act, Sentencing Act and Sentence Administration Act.</p> <p>Knowledge of policies and procedures relating to financial management, management of human resources and legislation pertaining to Occupational Safety and Health, and Equal Employment Opportunity.</p> <p>Experience in working with and/or the management of young people in either a community or custodial setting.</p> <p>Knowledge of culturally effective practices.</p> <p>Knowledge of developmental stages, levels of maturity and needs of young people</p>
DESIRABLE	
QUALIFICATIONS – Possession of or working towards a post secondary qualification in a relevant discipline.	
(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



Location and Accommodation

Location Various Metropolitan and Regional areas

Accommodation GROH in eligible areas

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	/ /