



# Job Description Form

## Generic Community Corrections Officer

### Adult Community Corrections

#### Position details

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Classification Level:	4
Award/Agreement:	PSA 1992 / PSGOGA 2014
Position Status:	Permanent
Organisation Unit:	Corrective Services Division, Adult Justice Services Directorate, Adult Community Corrections
Physical Location:	Various (Metropolitan or Regional)

#### Reporting relationships

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Responsible to:	Team Leader Level 6
<b>This position:</b>	<b>Generic Community Corrections Officer Level 4</b>
Direct reports	Nil

#### Overview of the position

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Adult Community Corrections (ACC) Branch plays a key role in the achievement of the Department's Strategic Platforms by providing essential services and legislative compliance. ACC ensures that adult offenders are provided with programs (certified by Offender Management Directorate) that improve life skills, address their offending behaviour, improve their educational and work skills, maintain family links and prepare for re-integration on their release. ACC ensures that each community corrections facility has the necessary resources, service specifications and legislative information to effectively manage daily operations. ACC will maintain a broad focus across the community corrections estate to ensure that service delivery is consistent, culturally competent and based on empirical evidence.

The Community Corrections Officer (CCO) reports to the Team Leader and operates as part of the Branch case management team with responsibility for case management of offenders or defendants (in accordance with Orders and appropriate standards) who present a greater degree of complexity and/or potential harm to the safety of the community.

The offender groups that fall under the supervision of the centres are summarised as:

- Offenders servicing community-based orders including Dangerous Sexual Offenders;
- Offenders completing custodial sentences under community supervision; and
- Offenders on ACC managed bail for an offence.

## **Job description**

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As part of the ACC team, the successful applicant will be expected to:

- Maintain focus on the Department's goals concerning safety, security and rehabilitation
- Work to improve communication and model integrity and respect in all interactions
- Operate within the Department's Corporate Governance Framework, policies and procedures and ensure effective transparency and accountability of all Department activity
- Operate within chain of command facilities to coordinate activities required to meet the Department's strategic objectives
- Work collaboratively to achieve common goals and best practice and facilitate business improvements as appropriate
- Facilitate cultural and management reforms within the Department through leadership and engagement
- Represent the Department's interest on committees and working groups as required.

## **Role specific responsibilities**

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- Provide assessments and manage offenders or defendants who present a level of complexity (or range of complexities) and/or potential harm to the safety of the community as required.
- Provide written and verbal advice on bail, sentencing, releasing authorities and external agencies.
- Undertake screening and assessment of offenders to determine risk and develop viable intervention plans;
- Co-works with the SCCO in relation to specific cases and areas of specialisation; provides operational support to Assistant CCOs where required.
- Uses culturally appropriate work practices when working with Aboriginal people and other cultural groups.
- Provide offenders with guidance and encouragement to address offending behaviour, to comply with the requirements of their order and to be accountable for their own actions.

- Provide advice and support to the case management team when an offender moves from community to custody and contributes to pre-release planning.
- Work collaboratively and liaise with other agencies, divisions, stakeholders and communities in relation to allocated offenders and defendants; identify appropriate programs and services for community based offenders, and where appropriate facilitate or co-facilitate program / intervention delivery.
- Provide bail coordination services to defendants, working with families and courts as required.
- Understands and applies the Adult Community Corrections Handbook, the provisions of relevant legislation, policy and procedures applying to respectively to adult offenders/defendants and departmental staff;
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **Job related requirements**

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In the context of the role specific responsibilities, the ability to demonstrate the following skills, knowledge and experience.

### **Shapes and Manages Strategy**

The ability to; understand the reasons for decisions and how they are related to their work, understand the work environment and identify issues that may impact own achievement and contributes to team planning, draw on information from a range of sources and to use common sense to analyse what information is important, anticipate issues that could impact on tasks and identify risks and uncertainties in procedures and tasks are all important for this role.

### **Achieve Results**

The ability to; monitor progress against performance expectations to ensure deadlines are met, communicate outcomes to supervisor, apply and develop capabilities to meet performance expectations, demonstrate knowledge of new programs, products or services relevant to the position, work to agreed priorities, outcomes and resources and be responsive to changes in requirements are fundamental to this role.

### **Builds Productive Relationships**

The capacity to; build and maintain relationships with team members, other teams, colleagues and clients, share information with team members, seek input from others, contribute to team discussions and ensure that others are kept informed, maintain an awareness of personalities, motivations and diverse qualities, treat people with respect and courtesy and an ability to act on constructive feedback.

### **Exemplifies Personal Integrity and Self-Awareness**

An ability to; listen when own ideas are challenged, provide accurate advice to colleagues and clients and to check and confirm the accuracy of information prior to release, take responsibility for mistakes and learn from them, acknowledge when in the wrong, seek advice and assistance from colleagues and supervisor when uncertain. Engage with risk by providing accurate information, seeking guidance when required and reporting potential risk issues to supervisor.

### **Communicates and Influences Effectively**

A demonstrated ability to; structure messages clearly and succinctly orally and in writing, focus on gaining a clear understanding of others comments by listening and questioning for clarity, check that own views have been understood, listen to differing ideas to develop an understanding of the issues are essential in this role.

### **Role Specific Criteria**

- Ability to work with difficult and/or challenging people using effective motivational engagement strategies in a culturally appropriate manner.
- Knowledge and understanding of appropriate intervention techniques as they apply to adult behaviour change.

### **Special requirements/equipment**

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To facilitate community contacts including home visits to offenders:

- All CCOs must hold a valid driver's licence.

When working in a centre/branch that services regional areas (Kimberley, Pilbara, Midwest and Goldfields, although these requirements may be applicable to metropolitan based positions that service regional areas) every ACC CCO:

- Is required to be away from home for periods of time.
- Is a required to drive vehicles (including 4WD) with manual transmissions and hold a current manual driver's licence (class C).
- Is required to travel via airplane including light aircraft.

### **Certification**

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The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

### **Assistant Commissioner ACC**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR certification date: \_\_\_\_\_