



# Job Description Form

## 016465 Manager Treatment Assessment

### Rehabilitation and Reintegration

#### Position details

---

Classification Level: Specified Calling Level 4

Award/Agreement: Public Service Award 1992 / Public Sector CSA Agreement  
(and any subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corrective Services, Offender Services

Physical Location: Perth CBD

#### Reporting relationships

---

Responsible to: 013358 Director Assessment and Interventions – Level 8

**This position: 016465 Manager Treatment Assessment - Specified Calling Level 4**

Direct reports: Treatment Assessment Supervisor SCL3 (2FTE)

Treatment Course Planning Assessor SCL2 (21 FTE)

#### Overview of the position

---

Assessment and Interventions is responsible for the management of specialised clinical intervention services, treatment and psychological assessment, reports and expert advice to the Courts and releasing authorities and for the case management of prisoners in custody and the community.

The Manager Treatment Assessment provides leadership, clinical oversight, management, professional guidance and support to a team responsible for the assessment of individual offenders, in the prison setting. The team comprises staff of various professional qualifications and experience, undertaking risk and needs assessments of offenders of varying complexity.

These assessment outcomes advise and assist sentencing and releasing authorities and case management planning teams in the management of offender risks and delivery of rehabilitation intervention services.

## **Job description**

---

As part of the Assessment and Intervention team, the successful applicant will be expected to:

- 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 the chain of command 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**

---

- Manage and coordinate the delivery of treatment assessment services, ensuring service delivery outputs are in accordance with relevant legislation and departmental policy and procedures.
- Lead and supervise the professional development and clinical oversight of the assessment team, including the development, application and evaluation of techniques used by the team to assess risk management and rehabilitation needs of offenders.
- Liaise and collaborate with other assessment, case management and treatment intervention staff and providers, to ensure services are prioritised and integrated to successfully manage and facilitate the delivery of rehabilitation and reintegration services to offenders aimed at reducing offending.
- Undertake treatment and risk assessment of complex offenders as required.
- Provide expertise and specialist advice, guidance and consultation to internal and external stakeholders, as required, in the assessment of offender risk management and rehabilitation needs.
- Manage team human resourcing and contribute to the management of branch operational business planning, financial matters, budgets and associated contracts as required.
- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **Job related requirements**

---

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

## Role Specific Criteria

- A four year tertiary qualification in Psychology or Social Work and eligibility for full registration with the Psychology Board of Australia or eligibility for full membership with the Australian Association of Social Workers (AASW).
- Demonstrated experience in the assessment and rehabilitation of all levels of offender cohorts.
- Demonstrated experience in leading and managing service delivery and advanced skills in professional clinical supervision.
- Highly effective and proven written, verbal and interpersonal communication skills, including a demonstrated ability to initiate and maintain working relationships with team members and internal and external stakeholders.
- High level conceptual, analytical and decision making skills that demonstrate an ability to advise relevant stakeholders on complex issues.
- Demonstrated ability to operate strategically, plan and achieve results.
- Demonstrated ability to manage available resources (human, financial and physical) to achieve organisational outcomes.
- Demonstrated ability to manage ethical behaviour in accordance with relevant standards, values and policies.

## Special requirements/equipment

---

Current Motor Vehicle Drivers Licence.

Travel within the state may be required.

## Certification

---

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

Delegated Authority:

Signature: \_\_\_\_\_ Date: 24 April 2023

HR certification date: May 2023