



Government of **Western Australia**
Department of **Justice**

Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent justice service which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title Youth Justice Officer		Special Conditions WWC
Effective Date August 2011	Position Number Generic	Level 4
Division Youth Justice Services	Directorate Community, Diversion and Rehabilitation 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

Under supervision of their supervisor Youth Justice Officers (YJOs) case manage young people who offend subject to community supervision orders and young people at risk with the aim of reducing re-offending, protection of the community and directing young people towards the adoption of law-abiding lifestyles and thus helping to create safer communities. YJOs use research led contemporary world best practice counselling and interventions in the management of young people to effect positive behaviour change. 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.

The case management of the young person includes:

- Working with the young person on a therapeutic basis to assist with rehabilitation.
- Providing professional assessments to the appropriate organisations.
- Providing support to the young person and their families.
- Referring to and liaising with relevant specialists including psychologists, substance abuse counsellors, education providers and employment advisers.
- Providing the courts and releasing authorities such as the Supervised Release Review Board with relevant information and advice relating to sentencing matters.
- Represent the Department in the Children's Court as required.
- Diverting young people from the criminal justice system.

YJOs provide young people with positive direction and role modelling to assist them to become law-abiding members of the community. YJOs also have involvement with the young person's family by actively engaging with them and assisting them to engage with the courts, external program providers and other Government agencies to facilitate the successful management and social development of young people.

YJOs may be required to co-ordinate Juvenile Justice Team referrals from both the Police and the Courts. They are required to undertake Family Group Conferencing and coordinate and monitor subsequent action plans. In addition to the above statutory requirements YJOs may work with young people who wish for assistance/support and are not on supervision orders.

When managing young people in the community, YJOs take into account that there are other issues that are also important to the community including the impact on victims, crime prevention and the Department's relationship with the community.

YJO's undertake visits (where the venue is not necessarily their home address) with young people in their own environment.

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Responsibilities of this Position

The management of young people who offend in the community requires a Youth Justice Officer to:

Assess young people who have offended and young people at risk

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

Prevention

- Works with young people to reduce at risk behaviour and to minimise offending.

Provide advice to Courts and/or sentencing authorities

- Provides written and verbal reports and advice to courts, other releasing authorities and external agencies.
- Represents the Department in the Children's Court to provide information relating to the sentencing of a young person who has offended.

Manage young people who offend in the community

- Under the guidance of the supervisor develops and implements case management plans for young defendants and young people who have offended.
- Provides counselling and casework services to young defendants and young people who have offended and families to address the cause of offending behaviours.
- Refers young people to relevant programs and treatment services and monitors their progress.
- Prepares reports on young defendants and young people who have offended who breach the requirements of their community supervision orders.
- When required co-ordinates Juvenile Justice Team referrals from both the Police and the Courts.
- Ensures maintenance of accurate data.
- Undertake visits (where the venue is not necessarily their home address) with young people in their own environment.

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.

Effectively use community relationships

- Engages and consults with external service providers, community organisations, external agencies and other professionals to assist with the management and rehabilitation of young defendants and young people who have offended.

Work effectively as a member of the Youth Justice Services Team

- Contributes constructively and positively to the planning, operation and effectiveness of the Youth Justice Services team by being:
 - supportive
 - innovative
 - ethical
 - open and approachable
 - enthusiastic
 - motivated
 - committed to their work
 - understanding and sensitive toward diverse cultures
 - able to identify, develop and improve the way work is undertaken
 - a model of appropriate behaviour

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:	
<p>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):</p> <p>When working in a regional area there is a requirement for every Youth Justice Officer to be away from home for periods of time. You must be available for out of hours duties as per the Award.</p> <p>Travel may be required to be undertaken so there is a requirement for every Youth Justice 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.</p>	
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

Title
Manager (Youth Justice Centre)
Classification
Level 7

Responsible to

Title
Team Leader Statutory
Classification
Level 6

Responsible to

This office

Other offices reporting to this office

Title and classification

As per various locations

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled
As per various locations		

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

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