



# Job Description Form

## Generic Senior Programs Officer (Regional)

### Offender Programs

#### Position details

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Classification Level: Specified Calling Level 2

Award/Agreement: PSA 1992 / Public Sector CSA Agreement 2019  
(and subsequent agreement/s)

Position Status: Permanent

Organisation Unit: Corrective Services, Offender Services

Physical Location: Various WA Regional Locations

#### Reporting relationships

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Responsible to: 010558 Regional Program Delivery Manager - Level 7

**This position: Generic Senior Programs Officer - Specified Calling Level 2**

Direct reports: NIL

#### Overview of the position

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The Rehabilitation and Reintegration Branch is accountable for leading the coordinated research, development and delivery of offender programs, education and services that seek the ability for offenders to adapt, cope and exhibit pro-social behaviour within a prison environment and in the community.

Under direction of the Regional Program Delivery Manager, the position is responsible for delivering therapeutic and psycho-educational programs that promote pro-social, law abiding behaviour to offenders. Programs are delivered in both community and prison-based settings across various sites and includes after hours work.

#### Job description

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As part of the Offender Programs 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**

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- Delivers rehabilitative programs to offenders in prison and in the community.
- Collaborates with and supports co-facilitators in the delivery of offender programs.
- Contributes to the development of program delivery procedures and policies within a team-based environment.
- Identifies and recommends improvements to program content and structure in order to effectively meet program objectives.
- Assists with the evaluation of offender programs and reports on the impact, benefits and aspects requiring improvement and updating.
- Collects relevant data and provides feedback that enables the evaluation and refinement of program provision.
- Identifies the specific program needs of offenders through evidence-based assessment.
- Prepares written reports detailing offender assessment and treatment outcomes according to a set standard and within designated timeframes.
- Provides advice and reports to Courts, the Prisoners Review Board and other internal stakeholders within designated timeframes.
- Liaises with relevant Department personnel about treatment and assessment issues.
- Creates and maintains records that meet legislative and branch requirements.
- Provides a program consultancy and training service to the broader Department regarding offender programs.
- Maintains knowledge of external resources and current research pertaining to the ongoing rehabilitative needs of offenders.
- Communicates with internal and external stakeholders about programmatic intervention issues.
- Demonstrates ethical behaviour in accordance with the Departments Code of Conduct.
- Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.

- 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.

### **Role Specific Criteria**

- Experience working with a diverse range of mandated clients within a therapeutic and case management environment, utilising evidence-based models of group intervention, literature, group processes and group dynamics to achieve positive rehabilitation outcomes.
- Demonstrated ability to prepare written reports and able to communicate and network with a wide range of internal and external stakeholders to achieve positive outcomes.
- Ability to contribute positively as a member of a team and provide constructive input into the development and evaluation of rehabilitation programs.
- Ability to communicate effectively and an understanding of cultural sensitivity and awareness and able to apply this when working and interacting with diverse cultural groups.
- Demonstrated ability to manage ethical behaviour in accordance with relevant standards, values and policies.
- A Bachelor Degree in Social Work or a 4-year Degree in Psychology.
- Eligibility for registration with either the Psychologists Registration Board of WA (APHRA) or the Australian Association of Social Workers (AASW).

### **Special requirements/equipment**

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Possession of a Current WA Motor Vehicle Driver's Licence

### **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, Rehabilitation & Reintegration

Signature: \_\_\_\_\_ Date: 17 August 2021

HR certification date: August 2021