



# Job Description Form

## Generic **Clinical Supervisor - Programs**

### Offender Programs

#### Position details

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Classification Level: Specified Calling Level 3

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

Position Status: Permanent

Organisation Unit: Corrective Services, Offender Services, Offender Programs

Physical Location: Various

#### Reporting relationships

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Responsible to: Various – Program Delivery Manager/Manager Specialist Services Unit – L7

**This position: Generic - Clinical Supervisor – Programs**

Direct reports: N/A

#### Overview of the position

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The Rehabilitation and Reintegration branch (R&R) is responsible for offender rehabilitation programs and interventions with the aim of improving offenders' lives and reducing the likelihood of further re-offending. This includes ensuring appropriate assessment and case management practice is in place that enables offenders to acquire relevant employment and education skills, ensuring re-integrative needs are assessed and that preventive programs and services are delivered.

The Offender Programs team is responsible for scheduling and ensuring the delivery of therapeutic and psycho-educational programs that promote pro-social law-abiding behaviours to offenders throughout Western Australia.

#### Job description

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The position provides supervision, resolves/addresses complex clinical issues and supervises Senior Programs Officers and Programs Officers in the areas of assessment, treatment, group delivery and report preparation and conducts assessment and treatment of complex cases.

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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#### **Clinical Supervision**

- Supervises clinical staff to support ethical practice and standards, ensuring programs are delivered in a consistent and effective manner.
- Provides clinical oversight of external contractor work standards and performance; reporting any issues to the Program Delivery Manager.
- Identifies training and professional developmental needs of staff and acts in a supervisory role to provide/coordinate such training.
- Supervises clinical reports and record keeping; and addresses clinical issues within the supervision relationship.

#### **Offender Assessment and Intervention Services**

- Maintains clinical skills by delivering interventions and providing assessments of offenders.
- Supports the clinical team by providing supervision of clinical interventions when complex issues arise.
- Supports staff, where required, by assisting with difficult clinical issues in the direct clinical environment.
- Provides high level advice to releasing authorities where required.

#### **Consultation**

- Works with the Program Delivery Manager to ensure effective clinical interventions are provided to offenders in prison and/or community settings as they are designed; and in accordance with agreed upon delivery schedules.
- Supports the Program Delivery Manager to provide professional oversight of clinical staff. Work with the Program Delivery Manager to identify any staff performance development issues and plans to assist with such in a supervisory role.

- Highlights clinical training needs and communications such to the Program Delivery Manager.
- Performs as a senior member of the program unit management team, leading evidence based criminogenic focused clinical practice within the team.
- Develops and maintains constructive working relationships with key departmental and external stakeholders to ensure clinical service delivery is of a high standard and is maintained according to expected timelines.

### **Program Planning and Delivery**

- Keeps informed of the Department's strategic goals and clinical service delivery priorities.
- Monitors, in supervision, the effectiveness of program delivery with the client population and liaises with the Clinical Governance Unit.
- Advises the Program Delivery Manager of significant program planning, development and evaluation issues to enable consideration of strategic implications.
- Alerts the Program Delivery Manager to highly contentious issues.

### **Ethical Behaviour**

- Demonstrates and promotes ethical behaviour in accordance with professional standards, values and policies, and manages staff accordingly.

### **Equity, Diversity and Occupational Safety and Health**

- Applies, promotes and manages the principles of equity, diversity, occupational safety and health in the workplace and behaves and manages staff in accordance with relevant standards, values and policies.

### **Other**

- Other duties as required in accordance with strategic objectives, business plans, local workload priorities and performance management plans.

## **Role Specific Criteria**

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### **Leadership and Supervision Skills**

Leads and professionally provides clinical supervision to team members. Provides supervision and monitoring of professional standards. Provides resolution of complex ethical issues and provides and accepts feedback. Works consistently with the Departmental supervision procedural guidelines.

### **Knowledge and Experience in Managing a Clinical/Counselling and Support Services**

Managing services to meet diverse client needs. Applying contemporary clinical practices and principles in offender program development, delivery, evaluation and counselling and support services. Understanding and responding to socioeconomic factors affecting offender populations.

### **Knowledge and Experience in Treatment of Offender Rehabilitation**

A minimum of two years experience in working with mandated clients in the delivery of therapeutic group programs.

### **Ability to Supervise Clinical Services/ Therapeutic Interventions to Culturally Diverse**

Managing culturally appropriate therapeutic programs for Aboriginal/ Torres Strait Islander people and/or culturally and linguistically diverse groups. Understanding cultural sensitivities and responding to the needs of diverse cultural populations.

### **Clinical Supervision**

Supervises diverse teams within a clinical program delivery environment. Supervises and oversees treatment completion and other reports, ensuring they meet appropriate standards and comply with program integrity requirements. Identifies professional development gaps and provides/coordinates effective training to support clinical staff members. Reports any clinical issues of concern to the Program Delivery Manager.

### **The Ability to Manage Ethical Behaviour**

Demonstrates and manages ethical behaviour in accordance with relevant standards, values and policies.

### **Qualifications**

An accredited qualification in Psychology and general registration with Australian Health Practitioner Regulation Agency (AHPRA) or an approved Social Work qualification and full membership with the Australian Association of Social Workers (AASW).

### **Special requirements/ equipment**

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- Possession of a current valid 'C' class motor vehicle driving licence.
- Business related state-wide travel may be required from time to time.

### **Certification**

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

Assistant Commissioner Rehabilitation and Reintegration

Signature: \_\_\_\_\_ Date: 20 October 22

HR certification date: November 2022