# Youth Worker – Custodial Youth Justice

STATEMENT OF DUTIES JULY 2019

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| Number | Generic |
| Portfolio | Child Safety and Youth Justice Operations |
| Branch | Youth Justice |
| Section/Unit/School | Custodial Youth Justice |
| Supervisor | Operations Coordinator |
| Award/Agreement | Health and Human Services (Tasmanian State Service) Award |
| Classification | General Stream Band 4 |
| Employment Conditions | Permanent/Casual, Full-time/Casual<br>76 hours per fortnight, 52 weeks per year including 4 weeks annual leave |
| Location | North |
| Check Type | Schedule 1 |
| Check Frequency | Pre-employment |

## Context

Department for Education Children and Young People brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive, and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Department for Education Children and Young People provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects, and nurtures vulnerable children, young people, and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Department for Education Children and Young People are based in all major centres throughout Tasmania; therefore, some roles may require intrastate travel.

Department for Education Children and Young People creates an environment where children's safety and wellbeing are the centre of thought, values, and action - we are responsive to the needs of families and communities that we engage with. We are a child safe organisation that puts the safety of children and young people first, creating a culture, adopting strategies, and taking action to promote child wellbeing and prevent harm to children and young people.

## Primary Purpose

Ashley Youth Detention Centre (AYDC) is Tasmania's only custodial youth justice facility, providing secure care and custody for young people who are detained or remanded by the courts. It has a 50-bed capacity across four accommodation units and is staffed 24 hours per day, 7 days per week.

The Youth Worker assists in the daily operation of a residential unit in conjunction with operational management and is responsible for the support and supervision of young people attending programs and activities during their shift, and the promotion of a safe, therapeutic, and secure environment for young people and staff.
The Youth Worker will:

- In accordance with legislative and educational requirements, and individual case management plans, work collaboratively with stakeholders and encourage an inter-disciplinary approach to support the engagement of young people in daily routines, programs, and activities to assist rehabilitation and positive re-integration of young people in custody back into the community.
- Provide and maintain a safe and secure environment that enhances the wellbeing of young people within a custodial setting and promotes a safe workplace for employees through active engagement and positive relationships with young people.
- Actively contribute to a culture that promotes de-escalation of aggressive or potentially aggressive situations by enacting de-escalation strategies, programs and activities and only involves the use of force in line with established procedures.
- Work within a team environment to maintain a safe, healthy, caring, and supportive environment for all residents with a strong focus on promoting respectful relationships and interaction through communication or as part of physical or other activities and programmes as required.

## Level of Responsibility/Direction and Supervision

Direct line supervision and general direction is provided by the Operations Coordinator or, in their absence, the Operations Manager.

Within a restorative and therapeutic statutory custodial environment, the occupant will:

- Supervise and support young people in custody (including participating in physical activity) as they participate in daily routines, allocated tasks, and programs, and actively participate positively in continuous improvement processes to support rehabilitation and positive reintegration of young people into the community.
- Exercise care in the performance of duties consistent with the relevant workplace safety requirements, contemporary best practice, and international and national standards and within operating procedures and policy determined by Children and Youth Services.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio’s which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

1. Provide high quality care, support, and supervision for young people consistent with legislative requirements, departmental policies and operating procedures, using a team-based approach within the context of a therapeutic and trauma informed care model.
2. In conjunction with other Youth Workers or other members of the workforce, provide support to young people in custody and participate in the development and implementation of case management plans and strategies, approved programs, and activities to address offending behaviours and support rehabilitation, pro-social behaviour, and positive reintegration into the community.

3. Maintain and ensure the security of the centre, residents, and colleagues, ensuring the reporting of risks and required maintenance in a timely manner in line with work health and safety and risk management requirements.
4. Undertake administrative duties including best practice records management processes associated with information sharing, collection, and dissemination. Complete these tasks through the use of unit diaries, electronic records/files/databases, accurate report writing, suicide and self-harm observation records, incident recording, and completion of other documentation as required.
5. Address and manage difficult and aggressive behaviour through the use of approved intervention techniques, including those involving physical activity or interventions.
6. Actively participate in staff training and professional development programs to meet agreed competency standards and ensure continuous quality improvement in work practices.
7. Provide mentoring and support to less experienced Youth Workers and the workforce more broadly as part of a coordinated approach to safety and security, educational and specialist programs, health services, work health and safety, training, and equity.
8. Model effective communication and appropriate behaviours with young people, other Youth Workers, service providers and other centre employees.
9. Provide timely information and advice to Operations Coordinators, other members of the leadership team and/or the WHS Committee about site safety and security, the effective functioning of the Centre and the well-being of the young people in custody.
10. Ensure the safety and wellbeing of vulnerable people you may be working with (including children and young people) and immediately report any concerns, disclosures, allegations, or suspicions of harm. Actively participate in and contribute to practices that will ensure Department for Education Children and Young People is a child safe organisation including reporting, record keeping and information sharing obligations.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
12. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated knowledge of and experience working with vulnerable young people at risk, including an understanding of child and adolescent development theories together with a sound understanding of issues facing young people, including alcohol and drug use, poverty, disability, cultural identity, mental health, and human rights, alongside an understanding of trauma-informed care.
2. Ability to provide high quality support, care, and supervision, including that of a physical nature, to young people in custody across a range of situations, both in a custodial setting and in the community, individually and as part of a team.
3. Demonstrated understanding of case planning for young people in custody and the ability to support the development and implementation of programs, services and activities as detailed in case plans, to meet the developmental needs of young people in custody to support rehabilitation and positive reintegration into the community through education, recreation, and vocational training.
4. Ability to provide leadership and direction to young people through the use of effective communication and interpersonal skills, engagement with relevant professional staff, service providers, families and the community, and appropriate role modelling.
5. Ability to manage difficult and sometimes aggressive behaviour through the use of approved intervention techniques, which may include those of a physical nature when required, which are in line with Departmental procedures and work health and safety principles and practices.
6. Well-developed written communication and computer literacy skills, with the ability to prepare well informed incident reports and complex case communication notes and other records and to undertake other administrative functions as required, in line with competing priorities within tight timeframes.
7. A demonstrated capacity to commit to the Department’s values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

**Essential**

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Able to meet the psychological suitability and physical fitness deemed appropriate for custodial youth justice duties.

  *Suitable applicants will be required to undergo psychological testing prior to interview and to consent to an independent medical assessment to confirm their suitability for this role.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
  1. Conviction checks in the following areas:
     a) crimes of violence
     b) sex related offences
     c) serious drug offences
     d) crimes involving dishonesty
     e) serious traffic offences
  2. Identification check
  3. Disciplinary actions in previous employment check

**Desirable**

- Current first aid certificate.
- Current Driver's Licence.
- Knowledge and expertise consistent with qualifications recognised at Certificate IV or above as relevant to Youth Work, Youth Justice, or Correctional Practice/Administration.

## Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at http://www.dpac.tas.gov.au/divisions/ssmo together with Employment Direction No. 2 *State Service Principles.* All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at Department for Education, Children And Young People: Information technology policies

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

**APPROVED BY PSS DELEGATE:** 973874 – Deputy Director Strategic Recruitment and Payroll Operations – DATE
Request:
Date Duties and Selection Criteria Last Reviewed: 05/17 PMG