

Youth Justice Worker

STATEMENT OF DUTIES

OCTOBER 2014

Number	Generic
Portfolio	Services for Youth Justice
Branch	Community Youth Justice
Section/Unit/School	NA
Supervisor	Area Coordinator or Area Manager
Award/Agreement	Allied Health Professionals Public Sector Union Wages Agreement
Classification	Allied Health Professional Level 1-2
Employment Conditions	Permanent, Full-time/Part-time 76f hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	Statewide
Check Type	Schedule 1
Position Features	Travel and client transport is a requirement of this role

Context

Department for Education Children and Young People (DECYP) 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.

DECYP 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 DECYP are based in all major centres throughout Tasmania; therefore, some roles may require intrastate travel.

DECYP 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

Primary Purpose

As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997, assess the complex risks and rehabilitative needs of young people referred by the police and the courts, participate in youth diversionary programs and case manage a caseload of identified clients on legal orders.

Level of Responsibility/Direction and Supervision

Within a restorative justice framework, the occupant will:

- Be responsible for the development and presentation of professional, accurate and objective reports, service coordination plans and information to the court and other statutory organisations.
- Be responsible for the provision of a high standard of assessment and rehabilitative intervention utilising professional skills, including counselling professional standards and legally required confidentiality.
- Work within a restorative justice and case management framework in line with practice guidelines. The Area Coordinator or Area Manager within the relevant location provides general professional guidance.
- Exercise care in the performance of duties consistent with the relevant workplace safety requirements and within operating policies and procedures determined by Youth Justice 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. Undertake risk assessments of young people who come before the Youth Court Division of the Magistrate's Court and submit presentence reports (written and oral) providing recommendations as requested by the court.
2. Submit agreed case management plans designed to mitigate assessed risk to support recommendations as appropriate while ensuring the inclusion of young people, their families, and key stakeholders.
3. Supervise and support young person's subject to legal orders whether they are in custody or in the community by personal contact in a manner which is respectful, develops rapport and promotes the young person's ownership of their decisions, and institute proceedings for those who are non-compliant to legal orders.
4. Develop and provide education and awareness programs which raise the community's understanding of restorative justice interventions and participate in community development activities which enhance the community's capacity to respond to young offenders who are part of its community.
5. Within a collaborative and strengths-based framework encourage diversionary and rehabilitative processes, the reintegration of young people into their community and assist young people towards responsible citizenship through their development of prosocial behaviour.
6. Participate in community conferencing and ensure that undertakings and conditions from legal orders are monitored.
7. Engage with custodial services and other government organisations in an integrated case management approach to the needs of young people both pre and post discharge.
8. Maintain accurate records and case notes, which detail client information, client progress and departmental responses.
9. Participate in and contribute to staff development programs and maintain knowledge of relevant contemporary issues, theory and professional practice in restorative justice and case management.
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 ability to work within a legislative framework, together with a good knowledge and understanding of the *Youth Justice Act 1997* or the ability to acquire same.
2. Demonstrated high standard of communication skills, strong interpersonal, conflict resolution, counselling, and group work skills together with the ability to present confidently in public with groups and stakeholders.
3. Demonstrated knowledge of and ability to work within restorative justice and community capacity building principles or the ability to acquire same.
4. Demonstrated knowledge and understanding of case management principles for young people, including the ability to translate this into practice working with involuntary clients and using authority appropriately.
5. Ability to provide leadership and direction to young people, including the capacity to assess, identify, plan, implement and evaluate services to individuals referred to Community Youth Justice.
6. Ability to undertake critical analysis, methodological research, and creative thinking. High-level problem-solving skills and the capacity to contribute to policy review and development.
7. Ability to organise own work schedules, use professional initiative and set priorities as a member of a professional team.
8. Demonstrated knowledge and understanding of workplace safety including professional codes of practice and their application to the delivery of Youth Justice Services.
9. 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)
- Satisfactory completion of an approved Allied Health Professional tertiary qualification/program of study and registered with the relevant National Board or, in the case of self-regulated allied health professions, eligible for membership with the relevant professional association.
- Current Drivers Licence.
- 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

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

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 – Assistant Director Strategic Recruitment and Payroll Operations – October 2014
Request:
Date Duties and Selection Criteria Last Reviewed: 10/14 - DCT
