

Department of Communities Tasmania

STATEMENT OF DUTIES

Position Title	Youth Justice Worker
Position Number	Generic
Division/Branch/Section	Children and Youth Services Services to Youth
Award/Agreement	Allied Health Professionals Public Sector Unions Wages Agreement
Classification	Allied Health Professional Level 1-2
Position Status*	Permanent
Position Type*	Full-time/Part-time
Location	South/North/North West
Reports to	Area Coordinator or Area Manager
Check Type	Schedule I
Position Features	Travel and client transport is a requirement of this role.

* The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.

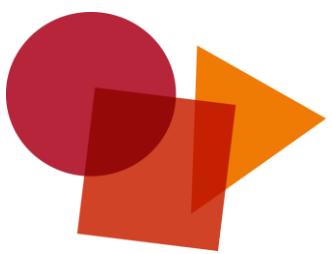
About Us

Communities Tasmania 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.

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

Primary Purpose

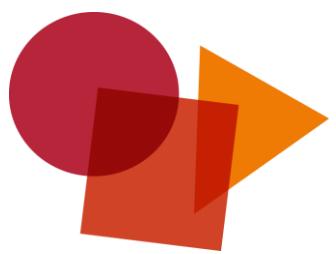
As part of a restorative justice practice framework and subject to the statutory provisions of the Youth Justice Act 1997, assess the complex risks and rehabilitative needs of young people



referred by the police and the courts, participate in youth diversionary programs and case manage a caseload of identified clients on legal orders.

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. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
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.



Level of Responsibility, Direction and Supervision

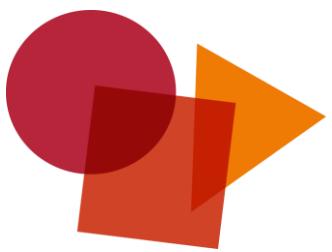
Within a restorative justice framework, the occupant will:

- 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.

Essential Requirements

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

- Satisfactory completion of an appropriate course of study at a recognised tertiary institution.
- Current Drivers Licence.
- Current Tasmanian Working with Children Registration
- 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 action in previous employment check.

Selection Criteria

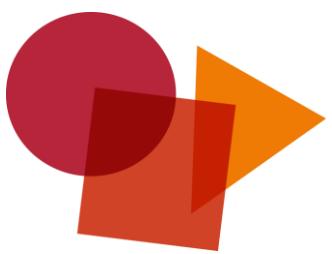
1. Demonstrated ability to work within a legislative framework, together with a good knowledge and understanding of the *Youth Justice Act 1997* or the ability to acquire same.
2. Demonstrated high standard of communication skills, in particular strong interpersonal, conflict resolution, counselling 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.

Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have 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.

Communities Tasmania does not tolerate violence, especially violence against women and children.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*.

The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

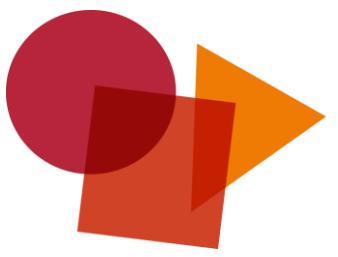
The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.



Smoke-free: Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.