

Statement of Duties

Tasmania Prison Service Program Facilitator

Objective

Provide assessment, treatment and intervention programs to inmates individually and in groups of offenders within the corrections system.

Duties

- Co-facilitate the delivery of individual and group-based rehabilitation or intervention programs to offenders, which may include alcohol and drug treatment programs, the sex offender program and a range of general and violent offending programs under the supervision of a Senior Clinician.
- Undertake assessments of offenders to determine their suitability for participation in programs and monitor progress as a result of such participation.
- Maintain offender case notes, records and administrative information and prepare formal assessments and other reports in accordance with program standards.
- Provide feedback and counselling to inmates who are undertaking programs under the supervision and direction of Senior Clinician.
- Liaise with other IOM Unit staff and correctional case managers about inmate case management
- Participate in ongoing professional development including training, clinical supervision and the reviewing and debriefing of program sessions.

Level of responsibility

The substantive occupant is responsible for:

- Discretion and choice in selecting the most appropriate method for completing the allotted tasks is expected and encouraged.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.
- Upholding and championing the [Department's commitment to the safety and wellbeing of children and young people](#); actively participating in and contributing to our rights-based approach to care; meeting all obligations under the Child Safety and Wellbeing Policy, Professional Conduct Policy, and other Departmental child safety policies and complying with mandatory reporting obligations.
- Conducting work in a safe manner that does not put yourself or others at risk, including to comply with reasonable instructions contained in WHS policies and procedures; reporting hazards, near misses and incidents; and participating in the development and improvement of safety initiatives and safeguarding practices for vulnerable people (including to attend relevant training provided by the Department).

- Upholding and championing the values of Integrity, Respect and Accountability, and actively contributing to making our workplaces Inclusive and Collaborative.

Direction and supervision received

- Expected to work with supervision under broad direction from a nominated Senior Clinician and more broadly taking direction from the Manager, Rehabilitation and Reintegration.

Selection criteria

1. Recent experience in the practice of social sciences and welfare work, education, or a related human services field and a capacity to work under the direction of a senior facilitator Intervention Programs to translate this experience to working within a corrections environment;
2. An understanding of the issues related to offending (including sexual or violent offending) or the ability to quickly acquire such understanding.
3. Demonstrated interpersonal skills. Capacity to be trained as and to develop as a group facilitator
4. Commitment to relevant standards such as the Professional Practice Standards for Offender Program Facilitators and capacity to exercise professional judgment when working with offenders.
5. Personal attributes that are consistent with a capacity to undertake the challenges of working on a face-to-face basis with offenders:
6. Well-developed verbal and written communication skills.
7. Capacity to work as a member of a team.

Essential requirements

- Nil

Desirable requirements

- Satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person

- Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
 3. Identification check.

Position summary

Title	Program Facilitator
Number	Generic
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Division	Corrective Services
Full-time equivalent	1.0
Output Group	Tasmania Prison Service
Branch	Integrated Offender Management
Supervisor	Manager, Rehabilitation and Reintegration
Direct reports	Nil
Location	Risdon Prison
Position category and funding	A264
CM Reference	DOC/25/103665

Human Resources, Department of Justice

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