

## Community Corrections

### Probation Officer – Statement of Duties

#### Objective

Probation Officers help protect the community by supervising offenders on community based orders, addressing offending behaviours, providing opportunities for rehabilitation and ensure offenders comply with court orders. They work in close collaboration with the Courts, Parole Board, Tasmania Prison Service and Tasmania Police.

#### Duties

- Conduct interviews, home visits and undertake assessments of offenders in order to provide accurate and timely advice to the Courts and the Parole Board in accordance with statutory requirements.
- Identify and explore offending behaviours with the aim of assisting offenders to reduce the risk of re-offending.
- Assess offender risk and needs, including criminogenic, personal and social needs and subsequently develop, implement and regularly review Individual Management Plans. Where appropriate, refer offenders to and conduct appropriate programmes.
- Maintain accurate offender case notes and records.
- Engage offenders and liaise with stakeholders in the progress of the Individual Management Plan.
- Where relevant, assist in the through-care, assessment and sentence planning for prison inmates and support the transition of offenders returning to the community.
- Prepare documentation and undertake other actions to deal breaches of community based orders including attending court when required.
- As required, operate the Community Service Order scheme in accordance with statutory requirements including:
  - Recruiting, training and supervise/manage Community Service Supervisors;
  - Managing and supporting offenders in the Scheme.
- Undertake continuous professional development including regular supervision and case conferencing with team leaders.
- Where appropriate, contribute to the training of staff, support and mentor peers and supervise students on work experience placements.
- Contribute to the development of work practices, policies, programs, Community Corrections and criminal justice systems, where appropriate.

### **Level of responsibility**

- Undertake supervisory responsibility in relation to recruitment, training and management of community service supervisors under broad direction from the Coordinator, CSO Unit.
- Conduct your work in a safe manner such that it does not put yourself or others at risk.
- Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.
- You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

### **Direction and supervision received**

- This position reports to the relevant Team Leader within their office/region but occupants exercise independence when working with offenders, including responsibility for the accurate and objective preparation of reports, development and implementation of case management plans, assessment and counselling, facilitating programs and the provision of information to Courts and other statutory bodies.

### **Selection criteria**

1. Well-developed interviewing, negotiation and conflict resolution skills including the ability to motivate, challenge behaviours and deal professionally with high risk offenders, critical situations and work related stress.
2. Highly developed interpersonal and written and oral communication skills including the ability to prepare reports, deliver programs, represent Community Corrections in court and liaise with other agencies and external service providers.
3. An understanding of contemporary issues in criminal justice matters and a demonstrated capacity to model appropriate pro social behaviour in order to facilitate change in offending behaviour, whilst recognising and maintaining appropriate boundaries.
4. Highly developed self-organisational skills including the ability to manage work schedules, establish and meet priorities, demonstrate flexibility and work without close supervision.
5. Demonstrated capacity to work constructively in a team environment, participate actively in a professional development model and contribute effectively to the development of work practices and policies.
6. Highly developed analytical and problem solving skills and personal qualities of sensitivity, objectivity, perseverance and respect for individuals and cultures.

### **Essential requirements**

- Nil

### **Desirable requirements**

- A current driver's licence.

## 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.

As part of the selection process applicants are required to undergo psychological and aptitude testing.

## Position Summary

<b>Title</b>	Probation Officer
<b>Number</b>	Generic
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 4
<b>Division</b>	Corrective Services
<b>Full Time Equivalent</b>	1.0
<b>Output Group</b>	Community Corrections
<b>Branch</b>	Various
<b>Supervisor</b>	Team Leader
<b>Direct Reports</b>	Nil
<b>Location</b>	Statewide
<b>Position category and funding</b>	A580, A737, A041, A581, T704