

## **.Tasmania Prison Service**

### Specialist Case Manager (Family Violence) – Statement of Duties

#### **Objective**

Provide case management and co-facilitation of Family Violence Interventions to offenders in custody for family violence offences within the Tasmania Prison Service (TPS).

#### **Duties**

- Provide Case Management to prisoners/ detainees who have, committed family violence offences, developing comprehensive sentence plans and make referrals and or recommendations in line with individual plans.
- Co-facilitate the delivery of individual and group-based rehabilitation or intervention programs to family violence offenders/detainees.
- Liaise and strengthen collaborations and relationships with stakeholders and service providers.
- Maintain offender case notes, records and administrative information and prepare formal assessments and other reports in accordance with program standards.
- Liaise with other Integration and Rehabilitation Services staff and correctional case managers about prisoner/detainee case management.
- Participate in ongoing professional development including training, clinical supervision and the reviewing and debriefing of case load and program sessions.
- Mentor and support other TPS staff in the area of Family Violence Interventions.

#### **Level of responsibility**

- Required to operate with a high degree of autonomy. The occupant is expected to exercise independent judgement in the management of cases, working in accordance with Tasmania Prison Service procedures and protocols.
- Required to operate with a significant degree of independence of action and autonomy in day to day activities, and is accountable to management in terms of Family Violence program co-facilitation and case management for offenders within the Tasmania Prison Service.
- 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.
- Responsibility for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces inclusive and collaborative.

## **Direction and supervision received**

- Operates under broad policy control and direction performing novel, complex or critical work.
- Receives direct and regular supervision and direction from the Senior Clinician of the area in which they are working.

## **Selection criteria**

The following specific selection criteria must be addressed by candidates by describing their relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. The position objective and duties can also be used to assist in addressing the selection criteria

1. Extensive experience together with high level competence in the practice of social work, psychology, counselling or a related human services field and a demonstrated capacity to rapidly translate this experience to working within a corrections environment;
2. Experience and knowledge of the issues related to offending specifically offences of a family violence nature, and the capacity to apply that understanding within a case management and program facilitation context within an institutional setting, or the ability to acquire.
3. Demonstrated high level case management skills, including experience in cognitive behavioural interventions, and motivational interventions, as well as an understanding of the Good Lives and Risk/needs/responsivity models.
4. Demonstrated ability to identify, implement and evaluate a 'specific needs' response/intervention utilising the approved assessment tools within the Tasmania Prison Service.
5. Demonstrated resilience and problem solving abilities, and the demonstrated capacity to work constructively in a team environment.
6. Highly developed verbal and written communication skills, including the ability to keep detailed case notes and prepare reports that will be submitted to outside agencies.
7. High level interpersonal skills, including the ability to mentor less experienced staff.

## **Essential requirements**

- Nil

## **Desirable requirements**

- Relevant tertiary or post-graduate qualifications in a discipline such as social work, psychology or counselling.
- Current drivers 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.

## Position Summary

<b>Title</b>	Senior Family Violence Specialist Case Manager
<b>Number</b>	357884, 357885
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 5
<b>Division</b>	Corrections & Justice
<b>Full Time Equivalent</b>	1.0 FTE
<b>Output Group</b>	Tasmania Prison Service
<b>Branch</b>	Rehabilitation and Reintegration
<b>Supervisor</b>	Senior Clinician
<b>Direct Reports</b>	Nil
<b>Location</b>	Risdon Prison
<b>Position category and funding</b>	