

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Community Justice Project Officer (Youth Mentoring and Support Programs)	Department	Community Justice Programs
Location	Adelaide	Direct/Indirect Reports	0
Reports to	Youth Justice Practice Lead	Date Revised	September 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 3	Job Evaluation No:	HRC0045567

■ Position Summary

The Community Justice Project Officer provides valuable mentoring support to young people involved with the youth justice system to assist them to articulate their goals, reconnect with the community and pursue positive lifestyles that minimise future risk of reoffending. Utilising a strengths based approach, the Community Justice Project Officer will identify and leverage the participant's skills, competencies and interests toward the achievement of agreed outcomes. This role will also assist with the delivery of health, education, wellbeing and psychological support programs and activities.

■ Position Responsibilities

Key Responsibilities

- Contribute to the delivery of the Health and Wellbeing programs such as Workin' It Out To Step Out, FoodREDI and Save-A-Mate.
- Provide mentoring support to a number of participants post their contact with the youth justice system.
- Assist participants in the development and achievement of their Personal Development Guides and provide support towards achievement of identified goals
- Assist to plan, facilitate and support participants to attend group and individual activities in a variety of settings.
- Regularly communicate and collaborate with case managers from a partner agencies and or Youth Justice regarding the participant's progress, including participation in case conferences as required.
- Provide support in linking participants, their families or other significant individuals with services and supports that will assist with their reintegration and the achievement of their identified goals.
- Maintain regular communication with participant's families or other significant individuals in order to enhance available supports.
- Liaise with and advocate to a variety of stakeholders regarding the needs of young people with a history of offending and their families and/or communities
- Attend regular staff meetings, debriefs and training as directed
- In collaboration with the Community Justice Programs team, identify strategies and opportunities to diversify programs to enable them to be more inclusive and accessible to vulnerable individuals and communities.
- Maintain client records in the Client Case Management Systems.

- Ensure accurate records for data collection and measurement
- Produce various written reports where required, including regular monthly reports
- Provide project support and assistance to the Coordinator
- Be a part of the Police Call Outs Roster.
- Out of hours work will be required

■ Position Selection Criteria

Technical Competencies

- Well developed communication skills, particularly in relation to negotiation, presentation and facilitation with young people
- Well developed problem solving, relationship building and boundary management abilities
- Experience in working with young people who are vulnerable or who have complex needs particularly in the areas of education, case management, training delivery, coaching or mentoring
- Knowledge and understanding of issues affecting young people from a diverse range of backgrounds and environments
- Knowledge and understanding of causes for reoffending amongst young people
- Knowledge of the South Australian justice, corrections and community services sectors.
- Ability to manage multiple tasks within a changing environment
- Proven highly developed organisational and time management skills
- Experience in records management, general office administration and basic proficiency in MS Office

Qualifications/Licenses

- Relevant qualifications and/or experience preferred in working with vulnerable young people in areas of significant disadvantage
- Current Australian Drivers License
- A DHS Child related clearance is mandatory for this role
- Lived experience of the justice system are strongly desirable.
- Be trained in Save-A-Mate and FoodREDI or be willing to undertake training

Behavioural Capabilities

- **Personal effectiveness | Achieve results** | Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **Team effectiveness | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Thinking strategically** | Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.
- **Organisational effectiveness | Innovating and improving** | Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:
Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.