

Community Corrections

Court Diversion Officer – Statement of Duties

Objective

Provide case management support and coordination of services to offenders and supervise offenders on Drug Treatment Orders (DTO's) by addressing offending behaviours, providing opportunities for rehabilitation and ensuring that offenders comply with court orders.

Provide advice and reports to the courts on:

- Offender performance and compliance to the DTO and with the program;
- Ensure that the offender is addressing the needs as outlined in the Individual Management Plans (IMPs);
- Assist the offender in reducing their illicit substance use and recidivism and in addressing their criminogenic needs. Work collaboratively with an interdisciplinary team and any external stakeholders or treatment providers.

Duties

- Work with offenders referred to the program to develop comprehensive case plans, make appropriate referrals and/or recommendations to external program or treatment providers.
- Deliver front end social and or emotional health and welfare related services to offenders. Identify and explore offending behaviours and substance abuse patterns with the aim of assisting offenders to reduce the risk of re-offending and the use of illicit substances.
- Provide case management, co-ordination and support to an assigned number of high and complex need clients as required.
- Work within a multidisciplinary team and participate in case-management reviews to ensure continuity of care.
- Convene and participate in collaborative case conferences and reviews, liaise with other services and agencies about assessment, offender's needs and case management.
- Attend court as required managing matters; including offender compliance, case conferencing, relapse prevention and exiting planning.
- Fulfil the responsibilities of Probation Officer in accordance with section 5 of the Corrections Act 1997 and Youth Justice Worker as per relevant delegations.
- Prepare documentation and undertake other actions as required; such as working collaboratively with the courts, police, prosecution and other service providers; generating progress and other reports for the courts; and, obtaining collateral information and reports from collateral sources and/or service providers and reporting this information to the courts.

- 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

- The occupant exercises independence when working with offenders and is responsible for the accurate and objective preparation of reports, case management, the implementation of case management plans and the provision of information to Courts and other statutory bodies.
- Statutory responsibilities of a Probation Officer must be exercised in accordance with the provisions of the Corrections Act 1997 and any other relevant legislation.
- 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

- The occupant operates under broad policy control and direction and receives supervision from the Team Leader.

Selection criteria

1. Knowledge of and experience in working with offenders with substance abuse issues, including conducting criminogenic needs assessments and preparing comprehensive individual case plans.
2. General understanding of criminal justice issues and processes including the CMD program and the sentencing framework for offenders in Tasmania and a demonstrated commitment to work practices and policies and to make sound professional decisions in using these philosophies.
3. Highly developed written and oral communication skills including, coaching and interpersonal skills along with 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.
4. An understanding of contemporary issues in criminal justice matters and case managing mandated clients, plus a demonstrated capacity to model appropriate pro social

behaviour in order to facilitate change in offending behaviour, whilst recognising and maintaining appropriate boundaries.

5. Demonstrated skills in planning, conceptual and analytical tasks, organising, and problem solving in an environment that requires self-direction, initiative and flexibility, and the capacity to cope with competing work demands.
6. Demonstrated capacity to work constructively in a team environment that requires approachability, objectivity, perseverance and a respect for diversity and to participate actively in a professional development model and contribute effectively to the development of work practices and policies.

Essential requirements

- Nil.

Desirable requirements

- A relevant tertiary or industry qualifications.
- 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:

I. 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	Court Diversion Officer
Number	Generic
Award	Tasmanian State Service Award
Classification	General Stream Band 4
Division	Corrective Services
Full Time Equivalent	1.0
Output Group	Community Corrections
Branch	Court Mandated Diversion (CMD)
Supervisor	Team Leader
Direct Reports	Nil
Location	Various
Position category and funding	C464