

Department of Communities Tasmania

STATEMENT OF DUTIES

Position Title	Youth Worker – Custodial Youth Justice
Position Number	513526, 513527 & 513899
Division/Branch/Section	Children and Youth Services Services to Youth Ashley Youth Detention Centre
Award/Agreement	Health and Human Services (Tasmanian State Service)
Classification	General Stream Band 4
Position Status*	Permanent/Casual
Position Type*	Full-time/Casual
Location	North
Reports to	Operations Coordinator
Check Type	Schedule I
Check Frequency	Pre-employment
Position Features	Rotating shift work

** The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.



Primary Purpose

Ashley Youth Detention Centre (AYDC) is Tasmania's only custodial youth justice facility, providing secure care and custody for young people who are detained or remanded by the courts. It has a 50-bed capacity across four accommodation units and is staffed 24 hours per day, 7 days per week.

The Youth Worker assists in the daily operation of a residential unit in conjunction with operational management, and is responsible for the support and supervision of young people attending programs and activities during the course of their shift, and the promotion of a safe, therapeutic and secure environment for young people and staff.

The Youth Worker will:

- In accordance with legislative and educational requirements, and individual case management plans, work collaboratively with stakeholders and encourage an inter-disciplinary approach to support the engagement of young people in daily routines, programs and activities to assist rehabilitation and positive re-integration of young people in custody back into the community.
- Provide and maintain a safe and secure environment that enhances the wellbeing of young people within a custodial setting and promotes a safe workplace for employees through active engagement and positive relationships with young people.
- Actively contribute to a culture that promotes de-escalation of aggressive or potentially aggressive situations by enacting de-escalation strategies, programs and activities and only involves the use of force in line with established procedures.
- Work within a team environment to maintain a safe, healthy, caring and supportive environment for all residents with a strong focus on promoting respectful relationships and interaction through communication or as part of physical or other activities and programmes as required.

Primary Duties

1. Provide high quality care, support and supervision for young people consistent with legislative requirements, departmental policies and operating procedures, using a team based approach within the context of a therapeutic and trauma informed care model.
2. In conjunction with other Youth Workers or other members of the workforce, provide support to young people in custody and participate in the development and implementation of case management plans and strategies, approved programs and activities to address offending behaviours and support rehabilitation, pro-social behaviour and positive reintegration into the community.
3. Maintain and ensure the security of the centre, residents and colleagues, ensuring the reporting of risks and required maintenance in a timely manner in line with work health and safety and risk management requirements.
4. Undertake administrative duties including best practice records management processes associated with information sharing, collection and dissemination. Complete these tasks



through the use of unit diaries, electronic records/files/databases, accurate report writing, suicide and self-harm observation records, incident recording, and completion of other documentation as required.

5. Address and manage difficult and aggressive behaviour through the use of approved intervention techniques, including those involving physical activity or interventions.
6. Actively participate in staff training and professional development programs to meet agreed competency standards and ensure continuous quality improvement in work practices.
7. Provide mentoring and support to less experienced Youth Workers and the workforce more broadly as part of a coordinated approach to safety and security, educational and specialist programs, health services, work health and safety, training and equity.
8. Model effective communication and appropriate behaviours with young people, other Youth Workers, service providers and other centre employees.
9. Provide timely information and advice to Operations Coordinators, other members of the leadership team and/or the WHS Committee about site safety and security, the effective functioning of the Centre and the well-being of the young people in custody.
10. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
11. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

Level of Responsibility, Direction and Supervision

Direct line supervision and general direction is provided by the Operations Coordinator or, in their absence, the Operations Manager.

Within a restorative and therapeutic statutory custodial environment, the occupant will:

- Supervise and support young people in custody (including participating in physical activity) as they participate in daily routines, allocated tasks and programs, and actively participate positively in continuous improvement processes to support rehabilitation and positive reintegration of young people into the community.
- Exercise care in the performance of duties consistent with the relevant workplace safety requirements, contemporary best practice, and international and national standards and within operating procedures and policy determined by Children and Youth Services.

Essential Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current



and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Current Tasmanian Working with Children Registration
- Able to meet the psychological suitability and physical fitness deemed appropriate for custodial youth justice duties. *
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 - 1 Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 - 2 Identification check
 - 3 Disciplinary action in previous employment check.

*Suitable applicants will be required to undergo psychological testing prior to interview and to consent to an independent medical assessment to confirm their suitability for this role.

Desirable Requirements

- Current first aid certificate.
- Current Driver's Licence.
- Knowledge and expertise consistent with qualifications recognised at Certificate IV or above as relevant to Youth Work, Youth Justice or Correctional Practice/Administration.

Selection Criteria

1. Demonstrated knowledge of and experience working with vulnerable young people at risk, including an understanding of child and adolescent development theories together with a sound understanding of issues facing young people, including alcohol and drug use, poverty, disability, cultural identity, mental health and human rights, alongside an understanding of trauma-informed care.
2. Ability to provide high quality support, care and supervision, including that of a physical nature, to young people in custody across a range of situations, both in a custodial setting and in the community, individually and as part of a team.



3. Demonstrated understanding of case planning for young people in custody and the ability to support the development and implementation of programs, services and activities as detailed in case plans, to meet the developmental needs of young people in custody to support rehabilitation and positive reintegration into the community through education, recreation and vocational training.
4. Ability to provide leadership and direction to young people through the use of effective communication and interpersonal skills, engagement with relevant professional staff, service providers, families and the community, and appropriate role modelling.
5. Ability to manage difficult and sometimes aggressive behaviour through the use of approved intervention techniques, which may include those of a physical nature when required, which are in line with Departmental procedures and work health and safety principles and practices.
6. Well-developed written communication and computer literacy skills, with the ability to prepare well informed incident reports and complex case communication notes and other records and to undertake other administrative functions as required, in line with competing priorities within tight timeframes.

Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

Communities Tasmania does not tolerate violence, especially violence against women and children.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.



The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.