

Community Corrections

Case Work Support Officer – Statement of Duties

Objective

Contribute to the effective delivery of services by Community Corrections by providing administrative, planning and operational support to assist in the management of offenders. Case Work Support Officers may work across the various units of Community Corrections.

Duties

- Collaboratively with a Probation Officer and independently, coordinate and facilitate pre-court activities and court assessments, including associated administrative tasks.
- Through liaison and negotiation with relevant internal stakeholders, manage stock and equipment to support service delivery across the regions.
- Conduct assessments of offenders in order to determine their level of risk and/or their suitability for participation in a community based sentence.
- Liaise with community members and representatives from other government and non-government services to support assessments and case management of community based orders.
- Under the general guidance and with support from Probation Officers, undertake case management activities to deliver high quality community safety outcomes, including
 - working directly with offenders to develop and implement activity plans,
 - arranging for offenders to undertake urinalysis, breath, oral fluid and blood tests to test for the presence of illicit substances and alcohol as required
 - supporting offenders to manage their day to day risks and needs, where these are relevant to their compliance with their orders
 - overseeing offender's compliance with the conditions of their order and managing contraventions as necessary
- Provide written reports to the courts outlining the findings of assessments including recommendations.
- Coordinate and facilitate activities, inductions and rosters with internal and external stakeholders to support the undertaking of community based orders.

Level of responsibility

- Self-managed on a day-to-day basis within the scope of duties defined in this statement of duties, and within the framework of division policies and guidelines.
- 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

- Responsible to the Team Leader in conjunction with the Probation Officer, working autonomously under general supervision.

Selection criteria

1. A sound understanding of the issues related to community based corrective services or the ability to quickly acquire this within a reasonable time frame.
2. Well-developed written communication skills, including report writing, and case noting.
3. Good interpersonal skills with an ability to resolve conflict to gain agreement, provide specific direction to people and communicate with community agencies to represent the Department of Justice.
4. Ability to monitor and report on behaviour in a consistent and non-judgemental manner.
5. Ability to work unsupervised to plan your workload within established guidelines and policy and an ability to exercise initiative and judgement.

Essential requirements

- Nil

Desirable requirements

- Current First Aid Certificate
- 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:

- 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	Case Work Support Officer
Number	Generic
Award	Tasmanian State Service Award
Classification	General Stream Band 3
Division	Corrective Services
Full Time Equivalent	1.0
Output Group	Community Corrections
Branch	Community Corrections
Supervisor	Team Leader
Direct Reports	Nil
Location	Launceston, Devonport or Burnie
Position category and funding	A039, A040, A042