


JOB AND PERSON SPECIFICATION

Title of Position: Community Corrections Officer LV3	CORRECTIONAL SERVICES
Classification: OPS3	Position No: Various
Location: Community Correctional Centres	Division :
Reports To: Team Supervisor	

JOB AND PERSON SPECIFICATION APPROVAL


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7/3/25
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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The incumbent is responsible for the case management of adult offenders placed on community based supervision orders and the provision of a service to Courts, Sentence Management Unit and the Parole Board in order to assist offenders to adopt a non-offending lifestyle. The incumbent will provide a case management service to offenders and their families through a range of programs and activities and is expected to contribute to the planning and development of best practice, and the achievement of team and regional goals.

KEY STAKEHOLDER INTERACTION

The role will report to the Team Supervisor and has a significant working relationship with the Area Manager. As a member of a team of Community Corrections Officers, forms part of an office team comprising Case Management Services, Intervention Services and Support Services. The position will liaise with the Courts Administration Authority, Parole Board, Sentence Management Unit and any other relevant agency that may have involvement with the case management of offenders.

BRANCH PROFILE

Community Corrections is responsible for the case management of adult offenders placed on community-based orders and the provision of services to Courts, Sentence Management Unit and the Parole Board in order to assist offenders to adopt a non-offending lifestyle and reduce recidivism.

Community Correctional Centres are located across South Australia with centres located in metropolitan and regional areas.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in conjunction with other provisions of the act and other applicable industrial entitlements.
- The incumbent is required to satisfactorily complete a National Criminal History Check.
- A current South Australian Driver's Licence is essential.
- A flexible approach to working hours is required.
- Some interstate and intrastate travel may be required which may necessitate overnight absences.

HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to:

- Legislative requirements that apply to the role. This includes, but is not limited to, the Public Sector Act; Correctional Services Act; Work Health & Safety Act; Return to Work Act; Equal Opportunity Act; Independent Commissioner Against Corruption Act; the State Records Act; and various relevant industrial awards and enterprise agreements. The Public Sector Principles and Practices including the SA Public Sector Code of Ethics, the Professional Conduct Standards, the Commissioner's Determinations and Guidelines, Information Privacy Principles, Information Sharing Guidelines, DCS Human Resource policies and guidelines and DCS Core Values.

JOB & PERSON SPECIFICATION

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- DCS employees will maintain the integrity and security of official or confidential information for which they are responsible. Employees will also ensure that the privacy of individuals is maintained and will only release or disclose information in accordance with relevant legislation, industrial instruments, policy, or lawful and reasonable direction.
- Work health and safety and injury management requirements as set out in relevant legislation, Public Sector and DCS policies and procedures, including complying with any reasonable instruction associated with these documents.

KEY AREAS OF ACCOUNTABILITY

Contribute to the provision of Case Management services to offenders, the Court, Parole Board, Sentence Management Unit, other agencies and the community in order to assist offenders to adopt a non offending lifestyle by:

- Monitoring the compliance of offenders to conditions of Court orders or Parole Orders and taking appropriate measures to ensure that offenders comply with all community-based sanctions.
- Providing non compliance and progress reports to Courts and the Parole Board to ensure all relevant information is provided to the relevant authority.
- Identifying the social development and criminogenic needs of the offender and referring them to appropriate services within or outside the Department in order to address needs and reduce reoffending.
- Referring offenders to appropriate services, internal or external, in accordance with the case plan and reviews.
- Undertaking appropriate risk and need assessments, case plans and reviews to ensure appropriate service delivery.
- Ensuring that comprehensive offender records are kept.
- Contribute to the provision of offender alcohol and drug testing.

Responsible for taking reasonable care for their own and others' health and safety and not adversely affecting the health and safety of others.

Responsible for early notification and reporting of workplace hazards, incidents and injuries.

QUALIFICATIONS

Essential: Nil

Desirable: Nil

PERSONAL CRITERIA

Essential Criteria

- Proven ability to communicate effectively, both verbally and in written form, with a wide range of people.
- Proven ability to work as part of a team
- Proven ability to work sensitively with offenders from a diverse range of cultural backgrounds.
- Proven ability to work with offenders who may be difficult or aggressive.
- Experience with word processing software in a Windows based computing environment.
- Proven ability to provide an effective case management service, including assessment and case plan development.
- Ability to plan and prioritise a workload in order to meet tight deadlines and to work within an environment characterised by diverse work demands.
- Understanding of the principles underlying contemporary approaches to offender rehabilitation.

Desirable Criteria

- Experience in and the provision of case management of offenders in a justice setting.
- General knowledge of personnel management principles under the Public Sector Act, Work Health & Safety Act, and the Equal Opportunity Act.
- General knowledge of DCS organisational structure and the South Australian Justice system.