




JOB AND PERSON SPECIFICATION

Title of Position: Community Corrections Officer Level 4	CORRECTIONAL SERVICES
Classification: AHP2/PO2	Position No: Various
Location: Community Correctional Centres	Division: Community Corrections
Reports To: Team Supervisor	

JOB AND PERSON SPECIFICATION APPROVAL


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7/3/25
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The incumbent is responsible for the case management of adult offenders placed 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 reducing 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

JOB & PERSON SPECIFICATION

- 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.
- 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

- Provision of a case management service to offenders ensuring that the provisions of relevant legislation and Departmental standards are complied with.
- Provide individualised offender assessment, case planning and case review with a criminogenic focus, based upon thorough risk/need assessment, within a specified timeframe.
- 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.
- Monitoring the compliance of offenders to conditions of Court, parole or other community-based orders and taking appropriate measures to ensure that offenders comply with all community based sanctions.
- Implementing intervention and case management strategies to meet immediate and long-term intervention goals designed to reduce the risk of further offending.
- Preparation and presentation of comprehensive written and/or verbal reports on offenders as required by the Courts and the Sentence Management Unit with objective information and evaluation based on expertise in human services and community based correctional programs to aid in the determination of an appropriate sentence, suitability for community supervision or any other matters requested;
- Furnishing comprehensive written reports to the Parole Board of South Australia, Sentence Management Unit and Commonwealth Attorney General's Department in order to facilitate offender's release plans, the setting of appropriate conditions and to advise of offender's progress.
- Providing comprehensive non-compliance and progress reports to Court and the Parole Board to ensure that information on community-based orders is brought to the attention of relevant stakeholders.
- Assisting in the maintenance and development of records and administrative procedures to ensure that information is gathered in a systematic way.
- 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:

PO: Appropriate tertiary degree level qualifications in community services, sociology, criminology, justice, correctional practice, social sciences, human services, health or related field.

AHP: Appropriate degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers

PERSONAL CRITERIA

Essential Criteria

- Ability to provide an effective, high quality case management services.
- Ability in assessing and engaging a diverse range of clients via the use of appropriate counselling, case management strategies and therapeutic approaches towards pro social lifestyles.

- A high level of written communication skills including experience in and the ability to prepare written material within a defined timeframe.
- Experience in working sensitively with offenders from a diverse range of cultural backgrounds.
- Ability to be flexible and adaptable, including the ability to plan and prioritise a workload in order to meet tight deadlines and to work within an environment characterised by diverse work demands.
- Proven ability and experience in working with clients from a diverse range of cultural backgrounds.
- Ability to work with offenders who may be difficult and aggressive.
- Ability to work as part of a team.
- Broad knowledge of principles underlying contemporary approaches to offender rehabilitation.

Desirable Criteria

- 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.