



JOB AND PERSON SPECIFICATION

Title of Position: Aboriginal Cultural Co-ordinator
Classification: ASO5
Location: Yatala Labour Prison
Reports To: Manager, Offender Development

CORRECTIONAL SERVICES
Position No: P51186
Division: Statewide Operations

JOB AND PERSON SPECIFICATION APPROVAL

..... *H. M. M. S.* 25. 7. 23
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The **Aboriginal Cultural Co-ordinator** reports to the Manager, Offender Development and is responsible for providing advice on complex cultural issues for Aboriginal men at Yatala Labour Prison. In addition, the role requires the co-ordination and monitoring of the Aboriginal Liaison Officer's work schedules and engaging with relevant community and government agencies to support Aboriginal men within the Yatala Labour Prison (YLP) during their rehabilitation journey.

KEY STAKEHOLDER INTERACTION

The Aboriginal Cultural Co-ordinator reports to the Manager, Offender Development:

- Provides cultural advice across Yatala Labour Prison on complex cultural issues.
- Co-ordinates the work schedule of Aboriginal Liaison Officers.
- Closely liaises with Manager Accommodation, Industries Manager, Activities Co-ordinators and the Supervisor, Aboriginal Accommodation Unit.
- Closely liaises with the Aboriginal Services Directorate.

BRANCH PROFILE

Yatala Labour Prison is the largest metropolitan institution in South Australia and from 2023 will have facilities and capacity to provide services, development, and work opportunities for up to approximately 840 men of high, medium, and low security ratings.

Prison staffing is approximately 500, comprising the General Manager and a multi-disciplinary senior management team of nine. It includes a range of disciplines including clinicians and professional staff, Case Management Coordinators, Operations Supervisors, Correctional Industries Officers, Correctional Officers, and Administrative Support Officers. Services are coordinated and delivered by teams comprising of Correctional Educators, Aboriginal Liaison Officers, and the Activities team.

Facilities include Accommodation Units for a range of prisoner cohorts, including those working in Prison Industries, Intensive Management Units, and Protective Custody. From 2023, the Mirnu Aboriginal Cultural Treatment Unit will be included as one of three specialist Treatment Unit that will target specific cohorts for intensive rehabilitation programs.

Person/s are expected to maintain mutually respectful relationships with staff and stakeholders while engaging in meaningful activities, developing their life skills, and supporting their reintegration into the community.

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 will 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.
- 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

Ensure that Aboriginal people at Yatala Labour Prison have access to culturally appropriate services and support by:

- Providing expert advice on relevant culturally appropriate programs based on identified prisoner needs.
- Supporting Aboriginal person/s to attend Programs by liaising with Accommodation Managers.
- Establishing effective working relationships with relevant agencies to support Aboriginal persons' rehabilitation needs.
- Providing cultural support to departmental staff and Aboriginal prisoners/offenders in the support of Aboriginal persons, particularly with regards to more complex needs and prisoners requiring a higher level of intervention.
- Establishing networks and support structures within the South Australian Aboriginal Community to ensure Aboriginal person/s have access to appropriate supports and services.
- Ensuring appropriate resources are available for the successful implementation of the Programs.
- Review and monitor program service delivery and recommend appropriate changes or improvements.
- Maintaining accurate records and preparing regular reports and statistical analysis of the effectiveness of Cultural Programs to the Manager Offender Development.

In conjunction with the Manager, Offender Development, assisting in the day-to-day co-ordination and monitoring of the service delivery to Aboriginal persons at Yatala Labour Prison by:

- Meeting regularly and assisting with the day-to-day management of the Aboriginal Liaison Officers to identify any workplace issues and prioritise workloads.
- Liaising with the Aboriginal Services Directorate to identify training requirements for the Aboriginal Liaison Officers.
- Providing leadership, mentoring and cultural support to Aboriginal Liaison Officers.

Supporting and coordinating the rotation of Aboriginal Liaison Officers through Mirnu Aboriginal Treatment Unit and Yatala labour Prison by:

- Assessing the needs of Aboriginal Person/s and supporting the development of culturally appropriate case management and transition plans.
- Liaising, referring, and following up with relevant Department professionals, external agencies and individuals to facilitate the prisoners and offenders' rehabilitation.
- Liaising with and establishing effective working relationships with relevant agencies.
- Leading complex cultural work through co-work and co-leading with Aboriginal Program Officers, and Clinicians the cultural therapeutic discussions within a multidisciplinary meeting.
- Providing cultural knowledge, leadership and consultancy advice to Custodial Officers, Custodial Supervisors, and prison management.

Participate and provide information for relevant committees relating to the management of an Aboriginal Person and their cultural requirements.

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: Tertiary qualifications in Adult Education, Social Work, Human Services or Anthropology to a standard approved by the Chief Executive.

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated level of credibility in the South Australian Aboriginal community and a strong understanding of, and alignment with, Aboriginal culture.
- Extensive knowledge of and experience with Aboriginal culture and customs, and a sound knowledge of current issues relating to Aboriginal people.
- Extensive experience working with Aboriginal people at individual, group, and community levels from a wide range of social and work settings.
- High level ability to communicate and advocate on behalf of Aboriginal people.
- Experience in providing cultural leadership and integrity in an institutional environment.
- Experience in co-ordinating team workloads. providing guidance and mentoring to employees.
- Ability to communicate effectively both in writing, and verbally, including communicating with staff in an institutional and community correctional setting, and the ability to liaise effectively with a wide range of agencies, organisations, groups, and individuals to achieve Departmental goals.
- Proven ability to work effectively both under limited supervision, and as a member of a team, including working effectively with people from a wide range of professional, occupational, social, and racial backgrounds.

Desirable Criteria

- Ability to engage with complex and high-risk Aboriginal prisoners and offenders.
- Ability to converse in the languages used by South Australian Aboriginal Communities.
- A knowledge and understanding of the correctional system in South Australia and issues associated with Aboriginal person in this system/s.
- 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.