



JOB AND PERSON SPECIFICATION

Title of Position : Aboriginal Programs Officer
Classification : ASO5
Location : Central Office

CORRECTIONAL SERVICES
Position No: P38575
Division : Aboriginal Services
Directorate

Reports To : Team Leader, Aboriginal Offender Management & Rehabilitation Services

JOB AND PERSON SPECIFICATION APPROVAL

H Mills 25, 10, 2023
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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Aboriginal Programs Officer reports to the Team Leader, Aboriginal Offender Management & Rehabilitation Services and is responsible for the development and delivery of high-quality rehabilitation programs specifically to Aboriginal prisoners and offenders.

The position includes advising on customisation, development and delivery of programs, responsibility for planning and review of Aboriginal specific programs, and may include assistance with assessment.

KEY STAKEHOLDER INTERACTION

The Aboriginal Programs Officer reports to the Team Leader, Aboriginal Programs, Aboriginal Services Directorate.

The Aboriginal Programs Officer will work in collaboration with Senior Psychologists, Senior Clinicians, and other Aboriginal Programs Officers to ensure that programs for Aboriginal offenders in the South Australian correctional system are culturally appropriate and delivered in a culturally sensitive manner.

The Manager Aboriginal Offender Management & Rehabilitation Services and the Executive Director, Aboriginal Services Directorate will provide professional guidance and oversight relating to the delivery of programs including adherence to policy and procedures, and assessment and review of program participants.

BRANCH PROFILE

The Aboriginal Services Directorate (ASD) is an integral part of the Department for Correctional Services.

The ASD advocates for greater recognition to cultural issues affecting Aboriginal offenders, their families and the broader Aboriginal community as recommend by the Royal Commission into Aboriginal Deaths in Custody. ASD provide advocacy and advice on cultural appropriate supervision of Aboriginal offenders in the community. ASD guide the development and delivery of culturally appropriate programs and services to Aboriginal prisoners and offenders to assist in their rehabilitation and reduce the rate of recidivism. ASD also maintain membership of all departmental working groups, guiding the development of appropriate policies and strategies to affect positive systemic change and assisting Aboriginal prisoners and offenders to develop appropriate skills to positively re-integrate into the community and contribute to its wellbeing.

Several positions currently located in the Aboriginal Services Directorate include responsibilities relating to administration, program delivery, community liaison, prisoner/offender support, prisoner family

advocacy, staff recruitment and retention, staff training and support, policy and planning, reporting and management.

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 programs delivered to Aboriginal prisoners and offenders in the South Australian correctional system are delivered in a culturally sensitive manner and in accordance with corporate goals by:

- Review and customise existing programs to provide therapeutic and cultural support to Aboriginal prisoners and offenders;
- Develop and deliver programs that support Aboriginal prisoners and offenders including modifying of language to suit target audience related issues;
- Undertake one on one and group interventions to support the Violence Prevention Program, Domestic Family Violence Intervention Program and Sexual Behaviour Clinic rehabilitation programs for Aboriginal prisoner and offender participants;
- Work closely with existing Aboriginal workers to ensure that shared goals and approaches are developed for Aboriginal prisoners and offenders;
- Deliver programs that reflect Aboriginal cultural values and lead to positive outcomes for Aboriginal prisoners and offenders, that assist the reduction of re-offending;
- Liaise, refer, and follow up with relevant Departmental professionals, external agencies, and individuals to facilitate the prisoners and offender's rehabilitation; and
- Liaise with and establishing effective working relationships with relevant agencies.

Contribute to the provision of targeted, timely and effective rehabilitation services to Aboriginal prisoners and offenders by:

- Liaise and consult with Aboriginal Justice Officers, Aboriginal Liaison Officers and other Senior Custodial and Community Corrections Officers as appropriate, to identify program needs;
- Access support from other rehabilitation program specialist staff (i.e. Senior Psychologists) to ensure that Aboriginal prisoners and offenders are provided with high quality and outcome focussed therapeutic rehabilitation programs;
- Assess the needs of Aboriginal prisoners and offenders and support the development of culturally appropriate case management plans;

- Work collaboratively with prisoners or offender's family members to secure support from their networks; and
- Develop and implement therapeutic programs that assist Aboriginal prisoners and offender's engagement in the mainstream criminogenic focussed programs.

Contribute to the development of structures and procedures that facilitate an increased level of integration and co-ordination between agencies providing rehabilitation services:

- Adhere to protocols and procedures developed by Custodial and Community Corrections within a cultural context;
- Provide advice on changes to protocols and procedures of various projects, to ensure cultural relevance; and
- Provide feedback as appropriate on issues and resource requirements for Aboriginal prisoners and offenders as they emerge.

Contribute to the collection of timely and accurate data to enable evaluation, and the preparation and presentation of comprehensive reports by:

- Maintain and develop client records and accurate data on the delivery and effectiveness of Aboriginal programs; and
- Maintain high quality documentation of Aboriginal program delivery and attendance.

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.

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QUALIFICATIONS

Essential: N/A

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 high level of credibility in the South Australian Aboriginal community.
- Strong understanding of, and alignment with Aboriginal culture;
- Demonstrated ability to think flexibly, innovatively, and creatively in the delivery of Aboriginal training programs targeted at Aboriginal prisoners and offenders;
- Demonstrated ability to deliver Aboriginal training programs with Aboriginal people;
- Demonstrated ability to self-manage workloads efficiently and effectively;
- Demonstrated ability to work as part of a multi-disciplinary team and maintain sound working relationships with colleagues from a broad range of backgrounds;
- Demonstrated experience in working with groups and individuals to meet Aboriginal program delivery objectives; and
- Ability to use personal computers and software packages, including Microsoft Office software.

Desirable Criteria

- Experience in working with clients with psychiatric, personality and behavioural disorders.
- Experience in the education and training of Aboriginal adults in an institutional environment.
- Ability to converse in the languages used by South Australian Aboriginal Communities.
- 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.

