

JOB AND PERSON SPECIFICATION

**Title of Position : Community Corrections
Officer Level 4
Classification : OPS4
Location : Community Correctional Centres**

CORRECTIONAL SERVICES

**Position No: Various
Division : Community
Corrections**

Reports To : Team Supervisor

JOB AND PERSON SPECIFICATION APPROVAL

...../...../

Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The incumbent is responsible for the case management of adult offenders placed on probation, parole, pre-parole, pre-bond, bail, home detention or community service 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. They 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 Case Managers, 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.

This position is part of the Southern Country Region team located at the Berri Community Correctional Centre.

Other centres and offices within the Southern Country Region include Murray Bridge & Mount Gambier Community Correctional Centres.

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

Provision of a case management service to offenders, the Court, the Parole Board and the community in order to assist offenders in adopting a non-offending lifestyle by: -

SUPERVISION

- Case Managing a caseload of offenders subject to probation, parole, bail, home detention or bonds, and ensure that the provisions of the relevant legislation and Departmental standards are complied with.
- The preparation of Needs/Risk Assessments focussing on criminogenic needs and the subsequent completion of case plans in a timely manner.
- Monitoring the response of offenders to conditions of Court or Parole Orders and taking appropriate measures to ensure that offenders comply with the conditions of all community-based orders.
- Maintaining contact with offenders at a pre-determined rate which meets the objective of fair and accountable supervision.
- Case Management of difficult offenders and management of offenders who may present in crisis.

CASE MANAGEMENT

- Developing and implementing case management strategies to meet immediate and long-term intervention goals that address and reduce the risk of re-offending.
- Identifying the social development needs of the offender and referring them to appropriate programs within or outside the Department in order to facilitate a positive change in behaviour.
- Liaising with and referral to relevant departments, agencies, other professionals and individuals in order to facilitate the offender's rehabilitation.
- Crisis Management of offenders with complex issues.

REPORTS

- Preparation of comprehensive and/or verbal Pre-sentence or Bail reports on offenders to the Courts. These will provide objective information and evaluations based on expertise in human services and community based correctional programs, to aid in the determination of an appropriate sentence, suitability for bail or any other matter, at the request of the Court.

- Furnishing comprehensive written reports to the Parole Board of South Australia and Commonwealth Attorney General's Department in order to facilitate offender's release plans, the setting of appropriate parole conditions and to advise of offender's progress.
- Providing comprehensive non-compliance and breach reports to the Courts and the Parole Board in order that failures to meet the requirements of community-based orders are brought to the attention of the appropriate authorities.
- Furnishing such other reports as may be required to facilitate the case management of the offender and reporting all breaches of offenders.

INTERVENTION

- Liaise with and assist the Intervention Worker regarding implementing intervention strategies designed to reduce the risk of further offending, delivery of core and non-core programs ranging from educational to therapeutic group programs and the provision of specific, high level, time framed individual counselling which targets offending behaviour.

OTHER DUTIES

- Participating in regular case management review sessions.
- Assisting in the maintenance and development of records and administrative procedures to ensure that information is gathered in a systematic way.
- Participating in staff development/training programs in order to maintain and develop competence.
- 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

OPS4: Not Applicable

PERSONAL CRITERIA**Essential Criteria**

- Ability to provide an effective, high quality case management service.
- 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.
- Ability to work with offenders who may be difficult and aggressive.
- Ability to work as part of a team.

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.
- Understanding of the responsibilities of Government employees in relation to the State Records Act.