



**Courts Administration Authority
JOB PROFILE**

Position	Aboriginal Youth Justice Officer
Division	Court Services – Youth Court
Remuneration	ASO4

THE ORGANISATION

The Courts Administration Authority is constituted by the Courts Administration Act 1993. The Act established the State Courts Administration Council as an administrative authority independent of control by executive government and to confer on the Council power to provide courts with the administrative facilities and services necessary for the proper administration of justice.

Participating courts of the Authority are the Supreme Court, District Court, Environment, Resources and Development Court, Youth Court, Magistrates Court, and the Coroner's Court.

THE YOUTH COURT

The Youth Court of South Australia was established under the *Youth Court Act (SA) 1993* and hears matters in relation to criminal offending, child protection, adoption and surrogacy. It is made up of two branches – the Court (including the Registry) and the Conferencing Unit. The Court is presided over by the Judge and the Manager Youth Court manages the Registry and the Conferencing Unit.

The Youth Court is a specialist court which deals with young offenders from the ages of 10 to 17. The Law related to youth offending is governed by the *Young Offenders Act 1993*. The Law relating to child protection applications is governed by the *Children's and Young People (Safety) Act 2017*. The court hears matters in relation to criminal offending, child protection, adoption and surrogacy. The Youth Court also has a therapeutic court for Aboriginal young people known as the Youth Aboriginal Community Court Adelaide, along with the Mangrove Court in Port Augusta.

THE ROLE

The Aboriginal Youth Justice Officer is responsible for the development, delivery, monitoring and review of a culturally sensitive service to Aboriginal youth, families/parents and the Aboriginal Community. The role provides a range of services and information to Aboriginal young people and families/parents appearing before the Youth Court, by undertaking a variety of roles which contribute to the efficient, effective and more culturally responsive operation of the Youth Court.

The Aboriginal Youth Justice Officer supports Aboriginal youth, their families and the court system to make informed decisions regarding the care, correction and guidance of Aboriginal youth. The Aboriginal Youth Justice Officer supports young people, parents and families in the criminal jurisdiction, the Youth Aboriginal Community Court, Mangrove Court, Reunification Court and the care and protection jurisdiction.

OFFICIAL

The Aboriginal Youth Justice Officer provides information to the court to support the court in making informed decisions with respect to the care and protection concerns identified and that keep a child safe from harm.

KEY ACCOUNTABILITIES / RESPONSIBILITIES

Operational Court Support Services and Aboriginal Youth Education

- Contributes to the education of Aboriginal young people and families/parents about the operation of the court and criminal justice system and the care and protection system by providing accurate information and advice on court procedures and practices.
- Provides an interface between Aboriginal young people, their families and the Youth Court and between the Aboriginal community by assisting Aboriginal youth and family in contact with the courts.
- Resolves or appropriately refers court user queries.
- Ensures accurate and timely completion of a wide range of administrative tasks including preparation of court documents and correspondence.
- Works effectively as an individual and as part of a team by contributing to effective communication, being accountable and contributing to the broader objectives of the registry.
- Community and Stakeholder engagement.
- Build links and networks within the Aboriginal community and service providers for Aboriginal youth, the AYJO will assist Aboriginal youth gain appropriate access to justice systems and support them participating in the outcomes of the justice system.
- The AYJO will assist families/parents in accessing information regarding the processes of the care and protection system.
- Builds relationships and liaises with key Aboriginal youth groups, including visiting Youth Detention Centres.
- Coordinate and manage relationships between the court and key stakeholders, including extensive networking to increase collaborative partnerships by:
 - Providing a culturally sensitive referral service for youth to external services and agencies for case management.
 - Collaborating with Aboriginal youth and families, the Aboriginal community and Government and non-Government services and agencies to develop new initiatives that respond to identified needs and gaps in services.
- Justice Initiatives – Youth Aboriginal Community Court, Mangrove Court, Aboriginal Sentencing Courts and Conferences.
- Provide advice to the Youth Court staff and the Judiciary with an understanding and awareness of Aboriginal issues, social structure, culture and tradition.
- Coordinating and facilitate 'Section 22 –Sentencing of Aboriginal Defendants' Conferencing processes for Aboriginal defendants.
- Support Aboriginal youth participation in the Youth Aboriginal Community Court and the Mangrove Court, family conferences, specialist court processes or appearing before the higher courts.
- Assists in the coordination and administration of Elders/Respected Persons as part of the Youth Aboriginal Community Court and the Mangrove Court.
- Supports Aboriginal families/parents participating in care and protection matters

Continuous Improvement

- Providing advice and assisting with the implementation of policy procedures with respect to the Aboriginal community, and in particular Aboriginal young people and Aboriginal families/parents before the Youth Court.
- Developing, implementing and evaluating high-level customer service in accordance with the Youth Court Service Standard.

KEY RELATIONSHIPS

Reports to the Registrar and Manager Youth Court and the Deputy Registrar

This position maintains key working relationships with:

- Judicial Officers
- Elders/Respected Persons
- Youth Court Registry staff
- Conferencing Unit staff
- Aboriginal Justice Officers and Manager Aboriginal Programs
- Treatment Intervention Programs Manager and Coordinator
- Government and non-government stakeholders

SELECTION CRITERIA

Essential

- Highly developed interpersonal skills for providing effective outcomes for Aboriginal people and the community, including sound negotiation skills, the ability to deal with and resolve conflict and the ability to facilitate meetings.
- Sound knowledge and understanding of the experience and issues affecting Aboriginal people and their families who appear before the youth court.
- Experience in liaising, consulting and engaging in a culturally sensitive manner with Aboriginal communities, individuals, families, Elders and Respected Persons.
- Sound knowledge and understanding of Aboriginal networks within government, non-government and Aboriginal community agencies.
- Well-developed written and oral communication skills with the ability to relate effectively with Judicial Officers, legal practitioners and other court users.
- Demonstrated ability to be adaptable, flexible, accountable, self-motivated and work with minimum supervision in a demanding and diverse environment using initiative and organisational skills for completing work accurately within set timeframes.
- Demonstrated ability to learn court systems and outcomes and undertake data entry.

Desirable

- Demonstrated experience working with remote Aboriginal communities.

SPECIAL CONDITIONS

The following special conditions apply to this position:

- Appointment is under the *Courts Administration Act 1993*. Terms and Conditions of employment are governed by the *Public Sector Act 2009*.
- Appointment is subject to a satisfactory Child Related Employment Screening (National Criminal History Record Check) prior to employment and subsequently every three years.
- Some out of hours work will be required and may extend beyond normal office hours.
- May be appointed as a Deputy Registrar pursuant to the *Magistrates Court Act 1991* and/or as a Deputy Sheriff Pursuant to the *Sheriff's Act 1978*.
- Duties may include regular country circuit work off site at regional and remote locations which may require driving a motor vehicle and overnight absences.