



JOB AND PERSON SPECIFICATION

Title of Position : Casual Community Service Supervisor	CORRECTIONAL SERVICES
Classification : OPS2	Position No: M30854
Location : Mt Gambier Community Correctional Centre	Division : Community Corrections
Reports To : Area Manager	

JOB AND PERSON SPECIFICATION APPROVAL

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Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Community Service Supervisor is responsible for the supervision of clients undertaking community service in South Australia and liaison with a variety of Government and non Government agencies in relation to the supervision of offenders assigned to various project works.

KEY STAKEHOLDER INTERACTION

The Community Service Supervisor is responsible to the Community Correctional Team for the supervision of offenders assigned to undertake work on designated community service work projects.

BRANCH PROFILE

The Department for Correctional Services is part of the Justice Portfolio. Community Corrections is divided up in 4 Regions across the State. Offenders in the community are supervised and supported to achieve positive change. This position is part of the Southern Country Region team located initially at the Mount Gambier Community Correctional Centre. Other centres and offices within the Southern Country Region include Murray Bridge & Berri Community Correctional Centres and the Regional Office.

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.
- Ability to work weekends is desired.
- Trades (skilled / unskilled) experience and ability to operate and maintain minor machinery is highly desirable.

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

The Community Service Supervisor will, in consultation with the Community Correctional Team, provide the efficient and professional supervision of offenders undertaking Community Service, in line with government, departmental and community requirements and expectations of Community Service projects by:-

- Ensuring offenders are supervised while performing community service work and:
 - welfare and educational needs are met
 - clients are trained in appropriate skills to maximise workmanship and standards
 - contribute to the case management of clients to ensure opportunity exists for program participation
 - deal with on-site accident or injuries and if required administer first aid.
 - ensure safe work environment is maintained in accordance with WHS Act
- Maintaining a record of attendance for each offender prior to them commencing work.
- Undertaking project risk assessment and hazard identification as required.
- Ensuring case notes are entered on JIS as required.
- Monitoring progress of offenders while they perform community service work and reporting all incidents, near miss circumstances, misconduct, damage and mis-use of equipment to the Community Corrections Officer.
- Accounting for and returning all equipment in a clean and serviceable condition, ensuring any un-serviceable, damaged or unsafe equipment is identified and reported to the Team Supervisor.
- Recommending any improved changes to the role to the Team Supervisor and liaising with agencies and community groups in a timely and efficient manner.
- 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: - Senior First Aid Certificate

Desirable:

- Relevant trade qualifications and or certificates of competency training
- Supervision or training qualifications.
- Certificate IV or equivalent in Training and Assessment.

PERSONAL CRITERIA**Essential Criteria**

- Demonstrated interpersonal skills including -

- working and communicating effectively as part of a team and ability to gain co-operation of others.
- relating with other government, non-government agencies and community groups on community service project issues and ability to maintain strict confidentiality.
- Ability to identify tasks which need to be undertaken and complete those tasks under limited supervision, and organise work and priorities to meet deadlines.
- Experience in supervision and training groups including:-
 - ability to handle conflict by communicating in a firm, non-discriminating manner
 - understanding of cultural and gender issues.
- Knowledge and understanding of cultural issues affecting contemporary indigenous society.
- Knowledge and understanding of risk assessment and hazard identification.
- Knowledge/ understanding of safe work practices and principles of Work Health & Safety.
- Knowledge of Community Service procedures and quality service.

Desirable Criteria

- Handyperson skills and abilities including experience in light industrial trade (eg basic building, landscaping, gardening).
- Experience in project management.
- Knowledge and understanding of basic vehicle maintenance.
- Supervision or training qualifications.
- 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.