

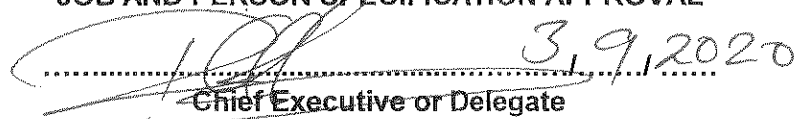


JOB AND PERSON DESCRIPTION

Title of Position : AOD Management Officer
Classification : OPS3
Location : Northern / Southern Region
Reports To : Area Manager

CORRECTIONAL SERVICES
Position No:
Division : Community Corrections

JOB AND PERSON SPECIFICATION APPROVAL


3, 9, 2020
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The incumbent is responsible for the provision of a high quality, sample collection service for the purpose of alcohol and drug testing offenders and bailees who are subject to the conditions of release set by a Court, Parole Board, or Sentence Management Unit. The incumbent is responsible for ensuring that all collection processes are undertaken in strict accordance with an established Standard Operating Procedure (SOP8b) and that a legal "chain of evidence" is maintained to meet the requirements of key stakeholders. The incumbent is required to assess new technologies as they become available and to provide training and advice to Community Correctional Officers on existing and new technologies relating to accountable sample collection methods.

KEY STAKEHOLDER INTERACTION

The AOD Management Officer, is responsible to the Area Manager and will work within the Northern/Southern metropolitan Region Community Correctional Centres in collaboration with Community Correctional Officers, Team Supervisors, Area Managers, Regional Directors, and Intensive Compliance Officers, ensuring that offenders meet the conditions set by the Court, Parole Board or Sentence Management Unit.

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 AOD Management positions consist of three teams:
 - North – Elizabeth and North East Community Correctional Centres;
 - South – Edwardstown, Noarlunga and Murray Bridge Community Correctional Centres; and
 - Central – Port Adelaide and Adelaide Community Correctional Centres.

SPECIAL CONDITIONS

- Section 47 of the Public Sector Act 2009 applies in accordance 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;
- Normal hours of duty are 37.5 hours per week to be worked Monday to Friday. The incumbent may be required to undertake some out of hours work which may include weekend work, to permit random samples for drug testing purposes from offenders and bailees. Penalty rates are applicable to compensate for the irregular hours, weekend and public holiday work;
- 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 the collection of samples for the purpose of alcohol and other drug testing, is conducted by:

- Electronic breath testing of offenders and bailees for alcohol levels;
- Obtaining urine samples in compliance with Standard Operating Procedure 8b "Alcohol Testing & Urine Sampling of Community Based Offenders;
- Any other viable drug and/or alcohol testing methods as necessary,
- Undertake training of other DCS staff members on saliva, breath testing and urinalysis testing procedures;
- Participate in the review and modification of relevant Standard Operating Procedures;
- Act as a consultant to Case Managers on saliva, urine and breath testing matters including direct liaison with testing authorities;
- Maintenance of statistics and provision of reports on testing numbers and outcomes;
- Attendance at Court and liaison with the Department of Public Prosecutions and Police Prosecutors to testify on chain of evidence and other testing processes and procedures when results are contested;
- To be part of the assessment process of new and emerging technologies on drug testing;
- Stock control of testing equipment to ensure adequate supplies are maintained at Community Correctional Centres;
- Assist Community Corrections Officers with undertaking non-compliance action upon receipt of positive test results;
- Assist Community Corrections Officers with creation, completion and storage of AOD test request forms;
- 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: Nil

PERSONAL CRITERIA**Essential Criteria**

- Proven ability and experience to accurately record information and data and provide concise and clear written reports.
- Proven ability and experience to communicate effectively with a wide range of people and to provide quality service delivery.
- Proven ability and experience to operate effectively with scheduled workloads and to undertake multiple prescribed testing procedures with limited supervision and frequently under pressure of time.
- Ability to deliver training to groups of staff on processes and procedures relevant to urine and breath testing and in other testing methods where required.
- Demonstrated drive and initiative to complete tasks within prescribed time frames.
- Proven ability to work sensitively with individual offenders and bailees, including those from diverse cultural backgrounds and with a range of disabilities.
- Proven ability to constructively manage conflict, aggression and non-cooperation from individuals or groups of offenders and bailees.
- Proven ability and experience to work effectively and cooperatively within a team.
- Ability to exercise authority in a fair, humane and tactful manner.
- Demonstrated knowledge and understanding of Work Health and Safety principles and practices.

Desirable Criteria

- Experience in human service delivery within a statutory work environment.
- Experience in working within a health service delivery environment.
- Knowledge of the Justice Information System (JIS).
- 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.