



JOB AND PERSON SPECIFICATION

Title of Position : Aboriginal Liaison Officer
Classification : ASO4
Location : Mobilong Prison
Reports To : Manager Offender Development

CORRECTIONAL SERVICES
Position No: M29162
Division : Custodial Services

JOB AND PERSON SPECIFICATION APPROVAL

...../...../.....
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Aboriginal Liaison Officer contributes to the implementation of the recommendations of the Royal Commission into Aboriginal Deaths in Custody and is responsible for providing assistance, support and follow-up to Aboriginal prisoners within a designated prison, and liaising with staff, community groups and other agencies in promoting the welfare of Aboriginal prisoners.

KEY STAKEHOLDER INTERACTION

The Aboriginal Liaison Officer reports to the Manager Offender Development, Mobilong Prison. The Aboriginal Liaison Officer liaises regularly with Aboriginal prisoners and their families, prison staff, community corrections centre staff and other government departments.

BRANCH PROFILE

Mobilong Prison is located near Murray Bridge, 75km east of Adelaide, and provides accommodation for medium and low security male prisoners. It has the capacity to accommodate 472 prisoners. Mobilong is an open campus, service delivery prison, which aims to maximise prisoner participation in a range of programs and services that are designed to develop skills and reduce the risk of re-offending.

Programs and services delivered at Mobilong include Education, Vocational Training, Recreational Activities, and Core Programs such as the Making Changes Program and the Violence Prevention Program. Prisoners are actively involved in the Case Management process to ensure that assessed needs are addressed and that adequate Discharge Planning has taken place.

The prison industry programs also offer employment and vocational training opportunities for prisoners, including various assembly work paver production, manufacturing rubber products, metal trades workshop and bakery. Mobilong is dedicated to excellence in education and bakery production, with its products widely used in prison system. Work programs outside the prison are available for low security prisoners.

Mobilong operates as an open campus environment. Prisoners can access designated areas in the prison without being escorted and are required to demonstrate self-responsibility.

The Southern Business Centre is located at Mobilong Prison. The Business Centre services Mobilong Prison, Cadell Training Centre, Berri, Murray Bridge, Mount Gambier, Adelaide, Port Adelaide, Edwardstown and Noarlunga Community Correctional Centres, Intensive Compliance Unit and Statewide Services which includes the Parole Board, Courts Unit, Multi-Agency Programs and Victim Services Unit. The services include Human Resources, Finance, WHS, and Procurement functions.

JOB & PERSON SPECIFICATION

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

The Aboriginal Liaison Officer contributes to the implementation of the recommendations of The Royal Commission into Aboriginal Deaths in Custody by:

- Providing advisory and personal counselling services to Aboriginal Offenders.
- Acting as a resource and referral for Aboriginal offenders and their families.
- Maintaining close liaison and working relationships with all Divisions of Correctional Services, and in particular, prisons and community correctional centres.
- Participating on various committees within and outside the Department to assist on issues relating to The Royal Commission into Aboriginal Deaths in Custody.
- Assisting in the training and professional development of Departmental staff in order to promote awareness of issues relating to Aboriginal people and in particular Aboriginal offenders.
- Providing support for Aboriginal offenders requiring assistance with Departmental procedures.
- Liaising and advising all prison staff with regard to Aboriginal offenders' requests and needs.
- Maintaining close working relationships with relevant Government Departments and Agencies (eg. Centrelink, Family & Youth Services, Aboriginal Legal Rights Movement, Aboriginal Health etc).
- Liaising with Programs and Education staff re special needs offenders.
- Attending local review and case management meetings.

The Aboriginal Liaison Officer is responsible and accountable for working in a safe manner and taking reasonable care to protect his/her own health, safety and welfare and avoiding adversely affecting the health, safety and welfare of others at work by complying with WHS and EEO Legislation, policies and SOP's by:

- 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

JOB & PERSON SPECIFICATION**PERSONAL CRITERIA****Essential Criteria**

- Extensive knowledge of and experience with traditional Aboriginal culture and customs, and a sound knowledge of current issues relating to Aboriginal people.
- Extensive experience working in traditional, semi-traditional and urban areas of Aboriginality, including working with Aboriginal people at individual, group and community levels from a wide range of social and work settings.
- Proven ability to communicate effectively and maintain personal credibility with Aboriginal people throughout South Australia.
- Proven ability to communicate effectively both in writing, and verbally, with staff in an institutional and community correctional setting in order to advocate positively for Aboriginal offenders.
- Proven ability to work effectively both under limited supervision, and as a member of a team, including liaising effectively with people from a wide range of professional, occupational, social and racial backgrounds to achieve Departmental goals.
- Experience providing counselling services and engaging Aboriginal Offenders in offender rehabilitation, health promotion and recreational activities.

Desirable Criteria

- A knowledge and understanding of the correctional system in South Australia.
- Ability to communicate in Pitjantjatjara or other Aboriginal languages.
- Ability to identify and respond effectively to Aboriginal Offenders at risk of self-harm.
- 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.