

Job Profile

Position: Youth Justice Coordinator

Division: Court Services – Youth Court

Remuneration: PO2/ASO5

THE ORGANISATION

The Courts Administration Authority (CAA) 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 CONFERENCING UNIT

The Conferencing Unit facilitates conferences pursuant to the Young Offenders Act 1993 (YOA), the Children and Young Person (Safety Act) 2017, the Education and Children's Services Act 2019 (ECSA) and the Criminal Law (Sentencing Act) 1988. These include Family Conferences, Family Group Conferences, Education Family Conferences and Victim Impact Meetings. The key objective of the Conferencing Unit is to achieve excellence in restorative conferencing opportunities, in pursuit of social justice outcomes for a stronger and safer community.

Conferencing processes incorporating restorative factors seek to:

- Balance the concerns of the victim and the community with the need to reintegrate the offender into society
- Reconcile the care and protection concerns with the responsibility of families and the community in securing the safety and well being of children.
- Support the family to make decision about the best way to improve their child/young person's school attendance and participation

The conferencing process creates opportunities for concerned parties to meet in a non-adversarial, quasi-judicial forum to participate in developing outcomes that address their specific needs. A conference seeks to engage all relevant parties in procedurally just processes incorporating concepts of family decision-making, mediation, diversion, restorative justice and natural justice principles.

Participants in Family Conferences include the young person, their family/ guardian/support person, a SAPOL representative, the victim or victim representative, a Department for Education representative and any other person or agency invited to attend.

THE ROLE

The Youth Justice Coordinator has responsibility for the management, facilitation and undertaking all facets of Conference unit referrals as required by the YOA, CYPSPA and ECSA.

The role of the Youth Justice Coordinator is to ensure the objectives of the YOA, CYPSPA and Section 71 of the ECSA are met and legislative requirements are adhered to. This is inclusive of pre-conference preparatory work, facilitation of Conferences and post-conference work relating to referrals and the monitoring of outcomes.

- This position is located at Port Augusta Magistrates Court and manages referrals for the Port Augusta, Whyalla and Port Pirie regional areas. The position will also support the Adelaide based team in jointly managing referrals pertaining to the APY lands and Coober Pedy with the Adelaide based team.

KEY RELATIONSHIPS

The Youth Justice Coordinator reports to the Conferencing Unit Team Leaders and the Manager of the Youth Court. Under the YOA, they are also accountable to the Youth Court Judge.

This position maintains key working relationships with:

- SAPOL
- Victim Support Services and the Commissioner for Victims Rights
- DCSI Community Service Program
- Youth Court Registry
- Department for Child Protection
- Department for Education
- Other Government and Non-Government organisations.

KEY ACCOUNTABILITIES / RESPONSIBILITIES

Manage a complex workload by:

- Undertaking pre-conference work ensuring all participants are informed about the process and prepared for their participation.
- Identifying and being responsive to participants' particular needs, inclusive of planning for and mitigating any risk factors and / or barriers to their effective engagement in the Family Conference process.
- Facilitating of family conferences optimising opportunity for the participants to discuss the offence, allowing the young person to take responsibility for their actions and to understand the impact on the victim and the community.
- Managing the competing demands of participants whilst maximising restorative opportunities that arise from the Family Conference process.
- Managing any risks including the risk of further harm or victimisation to the participants.

- Exploring outcomes which address the young person's needs and behaviours and allow the victim to seek reparation where possible.
- Facilitating conferences optimising the opportunity for participants to discuss identified care and protection concerns and allowing for the child and his or her family to make informed decisions as to the arrangements for the care of the child or young person.
- Facilitating of Education Family Conferences ensuring a proper opportunity for the student and his/her family to address chronic school absenteeism and help improve school attendance,
- Assisting participants to reach outcomes by consensus, ensuring the young person's capacity to comply as per legislative requirements.
- Managing post-conference work by monitoring Family Conference outcomes and making referrals to relevant agencies and services as required.
- Adhering to legislative requirements relating to non-compliance of outcomes.
- Maintaining electronic contemporaneous and detailed case notes of family conference proceedings and actions taken, including all transactions with participants and client contacts both pre and post conference.

Adherence and compliance with statutory obligations:

- Ensuring the objectives of the YOA, CYPSCA and ECSA are met and that legislative requirements are adhered to.
- Adhere to CAA policies whilst exercising professional judgement in the management of Family Conference referrals.

Relationships and Interagency:

- Develop and maintain positive working relationships with relevant internal and external stakeholders and agencies that offer support to family conference participants.

Education and promotion of Conferencing Practice:

- Contribute to excellence in family conference practice.
- Promote the work of the Conferencing Unit in the community and with relevant stakeholders.
- Exchanging information about the Family Conference process and responding to national and international interest in Restorative Justice and diversionary programs.
- Awareness of opportunities to contribute to recommendations for law reform and initiatives relating to juvenile justice and family conferencing.

SELECTION CRITERIA

Essential

- Knowledge of the philosophies of the family conference model in relation to juvenile justice and the Young Offender's Act 1993.
- Knowledge of the philosophies of the family group decision making and restorative conferencing models in relation to care and protection matters.
- Knowledge of factors contributing to school absenteeism, experience in working with involuntary clients and culturally and linguistically diverse groups, and the Education and Children's Service Act 2019.
- Experience in working with young people and families and knowledge of the developmental issues that affect young people.

- Experience in working with victims of crime within the criminal justice system, and knowledge of the issues that affect victims of crime. Experience in working with Aboriginal families and with Aboriginal communities, and knowledge of the issues that affect Aboriginal families within the criminal justice system.
- Highly developed communication skills with the ability to effectively convey and exchange information.
- Experience in managing difficult individuals, groups of people or conflict situations, with the capacity to facilitate a resolution of the conflict, in a formal setting.
- Demonstrated ability in working with people in crisis situations and emotional distress and using professional judgement to deal with challenging situations and people while providing a high-quality service.
- Demonstrated ability to develop and maintain professional networks as required for conferencing practice and to build relationships in the promotion of the program and its aims.

Desirable

- Experience in mediation or formal conflict resolution processes
- Knowledge of the courts administration structure and of the principles of judicial independence

Qualification

- The PO2 Youth Justice Coordinator must hold the appropriate tertiary qualifications (Bachelor's Degree) in community services, sociology, criminology, justice, correctional practice, social sciences, human services, health or related field.

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 dependent upon a current National Police Certificate that the CAA finds satisfactory.
- As a justice agency, the CAA may receive details of spent convictions as part of any Criminal History Screening and use this information in the selection process.
- This role is identified as a Prescribed Position and the successful applicant is required to obtain a Working with Children Check (WWCC) prior to employment with the CAA, which must be renewed every five years before expiry. WWCC's can be obtained through the Department of Human Services (DHS) Screening Unit.
- Flexibility in working hours is required and you may be required to work outside of the normal hours of work.
- Intrastate and interstate travel will frequently be required, which may require driving a motor vehicle and overnight absences.
- Successful applicant may be required to perform other duties, as required.