MAKING A DIFFERENCE SO SOUTH AUSTRALIA THRIVES

Government of South Australia
Department for Correctional Services

JOB AND PERSON SPECIFICATION

Title of Position : Community Corrections Officer Level 3
Classification : OPS3
Location : Southern Region Correctional Centres
Reports To : Team Supervisor

CORRECTIONAL SERVICES

Position No: Various
Division : Community Corrections

JOB AND PERSON SPECIFICATION APPROVAL

……/……/ ……
Chief Executive or Delegate

JOB SPECIFICATION

KEY PURPOSE OF THE POSITION

The Community Corrections Officer is responsible for:

- Contributing to the protection of the community by supervising adult offenders who are referred to the Department by sentencing and releasing authorities and providing them with opportunities to cease offending.
- Liaison with a variety of Government and non-Government agencies in relation to the supervision of offenders.

KEY STAKEHOLDER INTERACTION

- 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.

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.

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 Community Corrections Officer will, in consultation with the Community Correctional Team, provide the efficient and professional supervision of offenders who are subject to Probation, Parole, Bail, Community Service or Home Detention order, in line with government, departmental and community requirements and expectations by: -

- Providing an effective and accountable case management service to offenders subject to a community based correctional order by:
  - Contributing to the formulation, implementation and monitoring of offender case management plans
  - referring offenders to internal and external intervention service providers
  - Maintaining timely and accurate offender case note documentation
- Ensuring the effective compliance management of offenders subject to a community based correctional order by:
  - ensuring assigned offenders are subject to an appropriate level of formal contact and supervision
  - monitoring assigned offenders for compliance with prescribed conditions of their orders
  - reporting non-compliance to Courts, Parole Board, Prisoner Assessment Committee and SAPOL
- Providing an efficient and effective information, assessment and advisory service to Courts, Parole Board, releasing authorities, the Department and other stakeholders by:
  - preparing and presenting a range of written and verbal offender reports to Courts, Parole Board and other statutory authorities
- Ensure assigned offenders who are subject to a Home Detention or Intensive Bail Supervision Order are managed in accordance with legislation and Departmental policy by:
  - completing evaluation of home detention applications
  - maintaining an appropriate level of surveillance of assigned case load by means of electronic monitoring, home visits and telephone contact
  - formally reporting all breaches of home detention conditions
  - arranging with SAPOL for the lawful return of revoked home detainee's to prison
- Contribute to a safe and equitable work environment by observing and promoting Work Health Safety, and Equal Opportunity principles, in accordance with legislation by:
  - ensuring all clients are trained in the use of equipment used on Community Service equipment and records maintained
  - undertaking risk assessments of all Community Service projects prior to acceptance and commencement of work
  - ensuring all Community Service equipment is checked and serviced in accordance with schedules
  - Supervising and supporting community service supervisors

- Contribute to the identification, assessment, and management of risk within the region by:
  - ensuring Case Management and other operational practices are consistent with legislation, policy and procedures
  - ensuring confidentiality and security of offender case transactions and records
  - observing and promoting safe and equitable work practices and safe systems of works
  - ensuring incidents/accidents/injuries are promptly and comprehensively reported, recorded and investigated
  - dealing efficiently and effectively with informal and formal complaints, in accordance with policy
- 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

PERSONAL CRITERIA

Essential Criteria

- Demonstrated high level of oral and written communication skills, including high-level report writing.
- Demonstrated ability to work effectively with difficult and aggressive clients.
- Ability to organise work and priorities to meet deadlines under limited supervision and maintain confidentiality.
- Proven ability and experience in working with clients from a diverse range of cultural backgrounds.
- Experience in and knowledge of case management service model.
- Demonstrated ability to work as part of a team.
- An understanding of issues relating to work in rural or isolated communities.

Desirable Criteria

- Experience in working with offenders.
- Experience in working with, or within, Aboriginal communities and with community groups or organisations.
- An overview of the Criminal Justice System and the legislation pertaining to community based correctional programs.
- 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.