Government of South Australia
Department for Correctional Services

MAKING A DIFFERENCE SO SOUTH AUSTRALIA THRIVES

# JOB AND PERSON SPECIFICATION

**Title of Position : Community Corrections Officer Level 4**
**Classification : AHP2/PO2**
**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 incumbent is responsible for the case management of adult offenders placed on probation, parole, pre-parole, pre-bond, bail, home detention or community service orders and the provision of a service to Courts, Sentence Management Unit and the Parole Board in order to assist offenders to adopt a non-offending lifestyle. They will provide a case management service to offenders and their families through a range of programs and activities and is expected to contribute to the planning and development of best practice, and the achievement of team and regional goals.

## KEY STAKEHOLDER INTERACTION

The role will report to the Team Supervisor and has a significant working relationship with the Area Manager. As a member of a team of Case Managers, forms part of an office team comprising Case Management Services, Intervention Services and Support Services. The position will liaise with the Courts Administration Authority, Parole Board, Sentence Management Unit and any other relevant agency that may have involvement with the case management of offenders.

## 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 Nationally Coordinated 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.

## DCS COMMITMENTS

The Department for Correctional Services (DCS) has a commitment to the following:

- DCS has zero tolerance for racism and discrimination. DCS is committed to providing a safe, respectful, inclusive and culturally safe environment for all employees, prisoners, offenders, visitors, volunteers and service providers. All staff are supported and encouraged to recognise, challenge and respond to racism and discrimination wherever it occurs.
- DCS is committed to preventing violence against women and promoting safe, respectful, psychologically safe and inclusive workplaces. The incumbent is expected to demonstrate respectful behaviours, support gender equality and comply with DCS policies, procedures and guidelines relating to workplace behaviour and the prevention of violence and harassment.
- DCS is committed to a carer-inclusive workplace that supports flexible and equitable employment practices and informs the development of inclusive policies and processes.
- DCS is committed to providing an accessible, inclusive and respectful workplace that values diversity, including disability and neurodiversity. The Department supports equitable access to employment opportunities, workplace participation and career development, and is committed to removing barriers to inclusion wherever reasonably practicable.

## KEY AREAS OF ACCOUNTABILITY

- Provision of a case management service to offenders ensuring that the provisions of relevant legislation and Departmental standards are complied with.
- Provide individualised offender assessment, case planning and case review with a criminogenic focus, based upon thorough risk/need assessment, within a specified timeframe.
- Identifying the social development needs of the offender and referring them to appropriate programs within or outside the Department in order to facilitate a positive change in behaviour.
- Monitoring the response of offenders to conditions of Court, parole or other community-based orders and taking appropriate measures to ensure that offenders comply with all community based sanctions.
- Implementing intervention and case management strategies to meet immediate and long-term intervention goals designed to reduce the risk of further offending.
- Preparation and presentation of comprehensive written and/or verbal pre-sentence reports on offenders to provide the Courts with objective information and evaluation based on expertise in human services and community based correctional programs to aid in the determination of an appropriate sentence, suitability for community supervision or any other matter at the request of the Court;
- Furnishing comprehensive written reports to the Parole Board of South Australia, Sentence Management Unit and Commonwealth Attorney General's Department in

order to facilitate offender's release plans, the setting of appropriate parole conditions and to advise of offender's progress.
- Providing comprehensive non-compliance reports to courts and the Parole Board in order that failures to meet the requirements of community-based orders are brought to the attention of the proper authorities.
- Assisting in the maintenance and development of records and administrative procedures to ensure that information is gathered in a systematic way.
- 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.
- Promote culturally safe, inclusive and responsive practices that recognise and respect the diverse cultural, linguistic, religious and social identities, perspectives and needs of Aboriginal and Torres Strait Islander people, people from diverse cultural backgrounds, supporting equitable access, participation and positive outcomes.
- Support Closing the Gap and reconciliation by promoting equity, building respectful relationships with Aboriginal and Torres Strait Islander people and communities, and contributing to improved social, economic and wellbeing outcomes.
- Promote accessible, inclusive and respectful practices that recognise and respond to the diverse needs, experiences and perspectives of people with disability, neurodivergent individuals, carers, supporting equitable access, participation and outcomes.
- 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

**PO:** Appropriate tertiary degree level qualifications in community services, sociology, criminology, justice, correctional practice, social sciences, human services, health or related field.

**AHP:** Appropriate degree or equivalent qualification which gives eligibility for full membership of the Australian Association of Social Workers.

## PERSONAL CRITERIA

### Essential Criteria

- Ability to provide an effective, high quality case management service.
- Ability in assessing and engaging a diverse range of clients via the use of appropriate counselling, case management strategies and therapeutic approaches towards pro social lifestyles.
- A high level of written communication skills including experience in and the ability to prepare written material within a defined timeframe.
- Experience in working sensitively with offenders from a diverse range of cultural backgrounds.
- Ability to be flexible and adaptable, including the ability to plan and prioritise a workload in order to meet tight deadlines and to work within an environment characterised by diverse work demands.
- Ability to work with offenders who may be difficult and aggressive.
- Ability to work as part of a team.
- Broad knowledge of principles underlying contemporary approaches to offender rehabilitation.

### Desirable Criteria

- General knowledge of personnel management principles under the Public Sector Act, Work Health and Safety Act, and the Equal Opportunity Act (as amended from time to time).
- General knowledge of DCS organisational structure and the South Australian Justice system.
- Ability to demonstrate a commitment to, or experience in, supporting Aboriginal and Torres Strait Islander peoples through initiatives that contribute to Reconciliation and Closing the Gap outcomes.