

# Position Description

<b>Position title</b>	Youth Justice Worker
<b>Position number</b>	Various
<b>Division</b>	Youth Justice
<b>Unit/Branch</b>	Custodial Services
<b>Classification/Grade</b>	YJW 1
<b>Employment status</b>	Ongoing Full-time (76 hours per fortnight) Casual (as required)
<b>Position reports to</b>	Various
<b>Location</b>	Parkville Youth Justice Precinct Malmsbury Youth Justice Precinct (on the Calder freeway between Melbourne and Bendigo)
<b>Position contact</b>	Youth Justice Recruitment (03) 8684 1572

## Role purpose

Youth Justice custodial centres accommodate young people aged 10-18 years who have been remanded or sentenced by the Criminal Division of the Children's Court, and some 18-21 year olds sentenced by Adult Courts to a youth justice custodial centre.

Youth Justice Workers are primarily responsible for maintaining the safety and security of the Youth Justice custodial centres. This involves the supervision of young people, recording their movements, conducting searches and security checks. Youth Justice Workers are also responsible for providing care, supervision and support to children and young people in the custodial centres by acting as role models, building positive working relationships and supporting young people to address the issues that contributed to them receiving a custodial sentence.

## Key accountabilities

- Provide care, supervision, safety and support for young people in custodial facilities, supporting their personal development through structured programs and daily routines, interaction and the modelling of appropriate behaviours.
- Maintain a secure environment for the benefit of young people, staff and the community, and record young people's movements, conduct the application of physical restraints, searches and security checks, monitor alarms and exercise specific delegations and functions as detailed in the relevant legislation, policies and procedures.
- Support the implementation, coordination and facilitation of programs for individuals and groups, including case and client services planning as well as review and prepare reports and case notes relating to assessment and client management.
- Maintain records and registers, and participate in shift hand-overs as required.
- Encourage and support young people in their contact with their families, significant others, health and education services, other agencies, potential employers and the general community.
- Assist in maintaining and facilitating a range of essential daily routines, including assisting young people with tasks associated with daily living.
- Work as an effective team member, contributing to the improvement of processes in the work area, dealing appropriately with challenging behaviours and escalating issues as required.
- Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.

- Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
- Make decisions and solve problems based on knowledge gained from formal training and the application and interpretation of precedents, policies and standards as well as participate in formal training as directed.

### Key selection criteria

<b>Technical expertise</b>	<ul style="list-style-type: none"> <li>• Ability to effectively manage the challenging behaviours of young people.</li> <li>• Ability to apply an understanding of adolescent development and the issues impacting on young offenders.</li> <li>• Ability to create a safe and rehabilitative environment for young people.</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• <b>Verbal Communication:</b> Assesses audience and provides appropriately tailored and clear information and explanations to a range of individuals and groups, in an effective and confident manner, dealing with challenging behaviour appropriately.</li> <li>• <b>Written Communication:</b> Demonstrates ability to record written information accurately.</li> <li>• <b>Interpersonal Skills:</b> Delivers information to young people and colleagues in a professional and appropriate manner, building rapport with others in order to understand issues and suggest courses of action appropriate to their needs.</li> <li>• <b>Conflict Management:</b> Confidently assesses conflict situations and applies sound judgement and knowledge of guidelines and procedures to effectively manage conflict.</li> <li>• <b>Influence and Negotiation:</b> Uses skills to effectively build rapport with young people, colleagues and stakeholders in order to meet defined targets.</li> <li>• <b>Self-Management:</b> Manages skills and knowledge development and own work program to achieve targets, using sound judgement and effective communication.</li> <li>• <b>Environmental Scanning:</b> Proactively scans the environment for risk and identifies and escalates risks appropriately.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• <b>Integrity:</b> Instils mutual trust and confidence and behaves in a fair and ethical manner towards others, demonstrating a sense of corporate responsibility and a commitment to public service.</li> <li>• <b>Resilience:</b> Demonstrates perseverance in achieving objectives and copes effectively with setbacks and problems.</li> <li>• <b>Relationship Building:</b> Acts confidently to quickly build rapport with others and provide a sound basis for productive relationships based on mutual trust and respect.</li> <li>• <b>Decisiveness:</b> Uses available information and exercises good judgement to make sound, timely and well-informed decisions.</li> <li>• <b>Empathy and Cultural Awareness:</b> Demonstrates an interest in and an appreciation of a range of different cultures and actively seeks to understand and effectively address the issues and views of others.</li> <li>• <b>Self-Discipline:</b> Works methodically in a sustained manner to meet objectives.</li> <li>• <b>Teamwork:</b> Cooperate effectively with the team and work collaboratively to achieve work plan and goals.</li> </ul>

### Qualifications

- A relevant qualification and/or relevant experience.
- Current Victorian Driver's Licence (Desirable).
- A current Employee Working with Children Check (WWCC) card is required and will need to be provided prior to commencement of employment by the applicant. Currency will need to be maintained by the employee for the period of employment (Required).

### Important information

The salary range for this position is set out in Schedule D of the *Victorian Public Service Enterprise Agreement 2016*. Please refer to the Department of Treasury and Finance website ([www.dtf.vic.gov.au](http://www.dtf.vic.gov.au)) for further information.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees.

All appointments to the Department of Justice and Regulation are subject to reference checks and criminal record checks. All positions will be subject to a medical check and 'Working with Children Check'.

Employment may be subject to a number of additional pre-employment security and safety checks, including, but not limited to:

- Pre-employment Security Check (Declaration Form).
- National Police Record and Fingerprints Check and International Police Clearance (if applicable).
- VicRoads Information Check and Interstate Drivers Licence Check (if applicable).

Department of Justice and Regulation employees are required to demonstrate commitment to:

- **The department's values and behaviours** – serve the community, work together, act with integrity, respect other people and make it happen.
- **The environment** – the department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.
- **Recordkeeping** – the department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.
- **Diversity** – the department embraces diversity amongst its staff and strongly encourages suitably qualified people from all cultural backgrounds to apply.

Please visit [About the Department](http://www.justice.vic.gov.au) on the Department of Justice and Regulation website ([www.justice.vic.gov.au](http://www.justice.vic.gov.au)) for information on our:

- organisational values and structure
- policies such as privacy and conflict of interest
- Victorian Public Service (VPS) code of conduct
- Disability Action Plan and other topics relating to employment in the department.

Please note, the Youth Justice Worker 1 position is uniformed and it is a requirement of the role to work shift work covering a 24-hour period, 7 days of the week, including public holidays.

**The Youth Justice precincts are a smoke-free workplace.** Smoking is not permitted anywhere on the grounds of the precinct, including car parks.