

Position Description— Youth Justice Worker


Position title:	Youth Justice Worker
Position number:	Various
Group:	Youth Justice
Business Unit/Branch:	Custodial Operations
Classification:	YJW2 (\$74,580 - \$85,766)
Employment status:	Full-time (76 hours per fortnight) Part-time (as required) Casual (as required)
Position reports to:	Unit Supervisor
Work location:	Cherry Creek Youth Justice Precinct, Kangaroo Drive, Little River, 3211 Parkville Youth Justice Precinct, 900 Parkville Street, Parkville
Position contact:	Name: Youth Justice Recruitment Phone: 1300 191 834 Email: yjcsrecruitment@justice.vic.gov.au

ROLE PURPOSE

The role of a Youth Justice Worker:

- Provide daily care, supervision, safety and support to young people in a therapeutic environment that focuses on behaviour change.
- Support and engage young people with daily routines and structured activities including education.
- Foster positive relationships, model and reward pro-social behaviours and respond to challenging behaviours.
- Facilitate and co-facilitate programs and activities that support behaviour change.
- Contribute to case management and partner with the broader multidisciplinary workforce team and service providers.

The Department of Justice and Community Safety (Youth Justice) is responsible for the statutory supervision of young people in the criminal justice system in Victoria focussing on prevention, diversion, and early intervention as the most effective and fiscally responsible ways of reducing youth crime. Youth Justice is committed to the demonstration of the departmental values at all times; Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership, Human rights.



Children and young people involved in Youth Justice are either supervised in the community, by community youth justice workers located at Justice Service Centres across seven regions in Victoria or within custodial services focussed on a genuine therapeutic environment which is driven by relationships based on an integrated model of care and reformed approach to programs and services.

The two Youth Justice custodial precincts in Victoria are managed by the Department of Justice and Community Safety:

- Parkville Youth Justice Precinct is in the inner northern Melbourne suburb of Parkville, approximately five kilometres from the central business district.
- Cherry Creek Youth Justice Precinct located to the west of Werribee.


Youth justice custodial precincts 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 youth justice.

Youth Justice Custodial Services aim to engage young people in change by addressing their offending behaviour and equipping them with the skills required for positive community participation, within a safe and secure environment.

As a Youth Justice Worker you will be required and supported to complete the fully funded and provided Certificate IV in Youth Justice as a key component of your role.

KEY ACCOUNTABILITIES

- Encourage young people with daily living tasks and routines, and actively drive their personal development through modelling pro-social behaviour, positive relationship building, interactions and engagement.
- Maintain a safe and secure environment through applying knowledge and techniques gained in operational safety training, engaging in dynamic risk assessment and exercising specific delegations and functions as detailed in the relevant legislation, policies and procedures.
- Play an active role in supporting education outcomes including promoting attendance, engagement in education and supporting young people.
- Facilitate structured programs and activities (e.g. life skills, sports, music etc), co-facilitate psychosocial programs and interventions, and encourage active participation, attendance and engagement to support rehabilitative outcomes.
- Contribute to case management by performing the role of keyworker and actively participating in a young persons' care team to implement and monitor progress against identified case plan goals, attend care teams meetings and advocate for young people.
- In partnership with rehabilitation and behaviour support services, implement strategies that address offending behaviour, identify and reward pro-social behaviour, incentivise young people to address behaviour and appropriately re-direct, de-escalate and manage challenging behaviours and escalating issues.
- Encourage and promote opportunities for young people to maintain positive family and peer relationships.
- Partner, collaborate and maintain strong information sharing practices with unit-based colleagues and the broader multidisciplinary team (e.g. management, rehabilitation services,



behaviour support, Safety and Emergency Response Team etc) and service providers (e.g. health, mental health, education and training etc).

- Complete daily compliance activities and maintain accurate records and registers in an efficient and high quality manner.
- 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.
- Role model the department's values at all times.
- Participate in additional duties and training, as required by the Director of Operations.

KEY SELECTION CRITERIA

Technical Expertise

- Experience with or ability to foster a therapeutic and outcomes focused environment and work intentionally with young people based on individual needs.
- Experience with or ability to engage meaningfully with young people and manage challenging and complex behaviours using positive behaviour strategies.

Personal Attributes

- **Resilience:** Gives frank and honest feedback/advice. Listens when ideas are challenged, seeks to understand the nature of criticism and respond constructively; displays confidence and conviction when communicating an opinion.
- **Flexibility and Adaptability:** Accept changed priorities without undue discomfort. Responds quickly to changes. Comfortable working in collaboration with teams outside of own organisation.
- **Self-awareness:** Understands how emotional responses can be expressed in work situations and the impact they may have on self or others; able to assess personal strengths and weakness using feedback from other team members.
- **Working Collaboratively:** Build a supportive and cooperative team environment; engages other teams to share information in order to understand or respond to issues; support others in challenging situations.
- **Promote Inclusion:** Pays attention to words, expression and body language; recognises behaviours that promote a culture of inclusion. Hold self and team accountable towards being inclusive to individuals from diverse backgrounds. Takes corrective actions when behaviours displayed do not promote an inclusive workplace.

Meaningful Outcomes

- **Partnering and Co-creation:** Identifies and partners with users/stakeholders/experts to ensure active collaboration in the design process to understand user needs, obtain ideas, insights and input. Work with stakeholders/users to build prototypes and coordinate testing to validate the strategy, program or product. Ensures decisions are made within agreed timeframes.

- **Innovation and Continuous Improvement:** Seeks opportunities for continuous improvement and ways to innovate; offers suggestions and ideas, encourages others to do the same; leverage on existing continuous improvement systems and procedures to improve outcomes, quality and efficiency of work; creates space for learning and innovation by seeking for input and feedback from others.

Enabling Delivery

- **Critical Thinking and Problem Solving:** Resolves issues through deep understanding or interpretation of existing guidelines. Where guidelines are not available, analyses ideas available and takes action through self, or in consultation with others to resolve problems. If required, determine additional information needed to make informed decisions. Applies critical thinking and problem solving concepts in the right context.

Authentic Relationships

- **Influence and Persuasion:** Consistently adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections; applies own ideas by linking them to others' values, needs and goals.
- **Interpersonal Skills:** Sees things from another's point of view and confirms understanding; understand motivations, needs and wants of stakeholders and their impact on service delivery; tailor communications according to audience and/or audience preference.
- **Managing Difficult Conversations:** Listens to and acknowledges that the concerns of others have been heard; clarifies problems; seeks options to resolve conflict.
- **Communicate with Impact:** Prepares and delivers logical sequential and succinct presentations; uses clear and concise language; uses media appropriate to the audience and presents information to develop the understanding of the topic.
- **Stakeholder Management:** Takes steps to add value for the client or stakeholder; links people with other areas as appropriate; monitors client and stakeholder satisfaction; constructively deals with stakeholder issues.

Qualifications

- A qualification in the following areas is desirable; Bachelor of Psychology, Education, Allied Health Professionals (speech pathologists, occupational therapists, psychiatric nurses), Criminology, Youth Work, Social Studies or Diploma of Justice or Community Services, Certificate IV in Community Services and Alcohol and other Drugs.
- 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 is required to be maintained by the employee for the period of employment.
- Current statement of attainment for the first aid unit HTLAID011 Provide First Aid, to be obtained prior to commencement.
- Current Victorian Driver's Licence is desirable.

IMPORTANT INFORMATION



- The salary range for this position is set out in the Victorian Public Service Enterprise Agreement 2020. Please refer to the Department of Treasury and Finance website (dtf.vic.gov.au) for further information.
- Department policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.
- If you have previously left the VPS on a departure/ separation package, employment restrictions may apply.
- You may be required to mobilise to other areas to support priority projects or programs.
- The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees.

SAFETY COMMITMENT

- Staff safety commitment - Actively participate in health, safety, and wellbeing (HSW) programs and proactively report on all HSW incidents through the Justice Incident Management System (JIMS) to embed and support a strong safety-first culture that supports the HSW Strategy's vision of "a workforce that thinks safety and works safely".
- Manager safety commitment - Create and maintain a working environment, that takes a zero-tolerance approach to unsafe practices and behaviours, which supports the HSW Strategy's vision of "a workforce that thinks safety and works safely".
- Child safety commitment - The Department of Justice and Community Safety is committed to the safety and wellbeing of children and young people. We seek to prevent harm of any kind impacting children and young people and have zero tolerance for racism, child abuse and inequality. Children and young people's rights, relationships, identity, and culture must be recognised and respected, their voices heard, and their concerns acted upon. We aim to foster a culturally safe, child safe and child friendly environment for all children and young people we have contact with, deliver services to, or are impacted by our work.

PRE-EMPLOYMENT CHECKS

All appointments to the Department of Justice and Community Safety are subject to reference checks, pre-employment misconduct screening and criminal record checks. Some positions may also be subject to a Declaration of Private Interests (for executive and responsible officer roles), medical checks, and/or 'Working with Children Check.'

If the position is based in a prison, youth justice facility or community corrections location, or has offender management responsibilities, employment may be subject to a number of additional pre-employment security and safety checks, including, but not limited to:

- Pre-employment Security and Misconduct Checks (Declaration Form)

- National Police Record and Fingerprints Check and International Police Clearance (if applicable)
- VicRoads Information Check
- Drivers Licence Check(s) (if applicable).

For Aboriginal Prioritised or Designated positions, a Certificate of Aboriginality (CoA) will be required prior to an offer of employment being made.

Aboriginal and Torres Strait Islander applicants are strongly encouraged to email: aboriginal.workforce@justice.vic.gov.au for support and assistance if they have any concerns that they cannot meet the identification documents requirements.

VALUES AND BEHAVIOURS

Department of Justice and Community Safety employees are required to demonstrate commitment to:

The Victorian Public Sector Values: responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

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 values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTIQ community, and people from culturally diverse backgrounds.

FURTHER INFORMATION

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

- Organisational values and structure
- Our policies such as privacy and conflict of interest
- The Victorian Public Service (VPS) code of conduct
- Our commitment to the safety and wellbeing of children.