

Position Description

Position title:	Youth Justice Worker (Night)
Position number:	Various
Group:	Youth Justice
Business Unit/Branch:	Youth Justice Custodial Services
Classification:	YJW1
Employment status:	Ongoing, Casual
Position reports to:	Night Supervisor
Work location:	Cherry Creek Youth Justice Facility, 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 (Night)

- Provide a safe and secure environment for the benefit of young people, staff and the precinct overnight.
- Work as an effective team member, dealing appropriately with challenging behaviours.
- Make decisions and solve problems based on knowledge gained from formal training.

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. As an area within the department, Youth Justice is committed to the demonstration of the Victorian Public Sector 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 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 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.

The Youth Justice Worker (Night) is responsible for undertaking night operations and security arrangements on a unit and providing a safe and secure environment for young people, staff and the precinct.

KEY ACCOUNTABILITIES

- Provide care, supervision, safety and support for young people in custodial facilities, supporting their personal development through monitoring, interacting 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.
- Maintain records and registers and participate in shift hand-overs as required.
- 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.
- Any reasonable additional tasks as required or requested by the Director of Operations.

KEY SELECTION CRITERIA

Technical Expertise

- Ability to effectively manage the challenging behaviours of young people.



- Ability to apply an understanding of adolescent development and the issues impacting young people.
- Ability to create a safe and rehabilitative environment for young people.

Personal Attributes

- **Resilience:** Is open to new ideas and approaches. Offers own opinions, asks questions makes suggestions; does not give up easily; maintains discipline in keeping to work planned or assigned.
- **Self-awareness:** Recognises own emotional responses to a range of people or events, and the impact these can have on others; recognises that problems or challenges are a normal part of working and actions can be taken to manage them.
- **Outcomes Thinking:** Articulates how work, policies and services fit into organisation's objectives; accepts responsibility for own actions; shows commitment to completing work activities effectively.
- **Working Collaboratively:** Cooperates and works well with others in pursuit of team goals; share information and acknowledge others' efforts; step in to help others where required.
- **Promote Inclusion:** Is respectful, seeks to understand needs, beliefs, ability and values of people from diverse backgrounds; understands the importance of diversity in successful service delivery to the community.

Meaningful Outcomes

- **Partnering and Co-creation:** Understands the importance of partnering with the customer or community in developing successful strategies, programs or products; supports the design process by explaining what needs to be done and ensuring people have the necessary information to engage in the process and work effectively; understands stages of co-design.

Enabling Delivery

- **Critical Thinking and Problem Solving:** Seeks resolution of problems through policy or process guidelines; otherwise seeks guidance by providing information and ideas relevant towards resolution of problem. Understands concepts enabling improvements in critical thinking and problem solving.

Authentic Relationships

- **Influence and Persuasion:** Understands the pros/cons of a different approaches; uses direct logical persuasion in a discussion or presentation by using concrete examples, facts and figures to support their argument.
- **Interpersonal Skills:** Polite, professional and considerate in dealing with others; aware of people's moods and temperament; expresses own views in a constructive and diplomatic way; reflects on how own emotions impact on others.
- **Managing Difficult Conversations:** Considers other's points of view; understands that there are different ways of interpreting words and actions; constructively communicates concerns and issues.
- **Communicate with Impact:** Organises information in a logical sequence; includes content appropriate to the purpose and audience.

Qualifications



- A relevant qualification and/or relevant experience is 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.
- Current full driver's license is desirable as travel to other offices within the department may be required.
- Prior to commencement you will be required to obtain a current statement of attainment for the first aid unit HTLAID011 Provide First Aid.

IMPORTANT INFORMATION

The salary range for this position is set out in the Victorian Public Service Enterprise Agreement 2024. 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.

IMPORTANT INFORMATION


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

A National Police Check and an Australian Entitlement to Work Check is a requirement for all DJCS positions, and these checks require identification documents of either a passport or birth certificate.

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 Department's Values and Behaviours: 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.