



POSITION DESCRIPTION

Position Title and Number:	Aboriginal Justice Reintegration Program - Justice Support Caseworker (Nowra)
Classification:	Aboriginal Services Officer
Employment Type:	Fixed Term, Full Time
Accountable to:	Senior Manager - Social Health Services or delegate

South Coast Medical Service Aboriginal Corporation (SCMSAC) is an Aboriginal Community Controlled organisation that provides health and welfare services, primarily to the Aboriginal Community across South East NSW.

SCMSAC has been funded by Juvenile Justice (NSW Government) to deliver the Aboriginal Justice Reintegration Program with young people under the supervision of Juvenile Justice within the community who have been assessed as having a medium to high level of offending related risk and need. The Aboriginal Justice Reintegration Program will assist juvenile offenders, leaving detention, to overcome offending behaviour and re-integrate into the community. The SCMSAC will deliver casework support across the Shoalhaven region of Southern NSW. This position will be located in Nowra. The casework may involve one or more of the following types of activities/supports:

- Aboriginal and Torres Strait Islander cultural support and education
- Accommodation support
- Personal, Social and Living skills development
- Centrelink services and other financial services
- School Education, Training and Employment programs
- Development of family/household management skills
- Parenting support
- Recreation/leisure
- Referral to advocacy services

The primary aim of the program is to assist young people to establish a healthy pro-social lifestyle and prevent reoffending.

SPECIFIC RESPONSIBILITIES

The Justice Support Caseworker will;

- Work with Juvenile Justice case workers and young offenders to develop individualised support plans including the assessment of physical, cultural, financial and accommodation needs of the client.
- Provide intensive casework services to young Aboriginal people referred to the program, including building rapport and establishing professional relationships with families and or carers.
- Support clients with adhering to case plans to ensure agreed target outcomes are met and practical steps are taken to meet presenting needs during the 16-week period.
- Develop case files ensuring that all client documents are completed and records are detailed, accurate, and factual and maintained up to date.
- Liaise with the Department of Juvenile Justice and relevant support services to implement the necessary support and referral of the client on a weekly basis, including weekly custodial visits (face-to-face, AVL or phone) starting 4 weeks prior to the client's release.
- Assist and encourage clients to develop skills necessary to achieve their set goals as per case plans including skills in life management, vocation, self-esteem, financial management and personal development to enable clients to live a pro-social life.
- Identify appropriate services or programs and advocate on behalf of young people to ensure access and engagement as per case plan requirements.
- Participate in local interagency meetings, steering committees and other forums in order to share information and best practice and highlight the needs of families and adolescents in the community.

Work with local organisations and communities to develop, implement and evaluate programs and community sustainability strategies.

WORKING RELATIONSHIPS

Working under the direction of the Senior Manager of Social Health Services, and reporting directly to the programs manager, the Justice Support Caseworker will be required to:

- Relate to co-workers and peers within South Coast Medical Service Aboriginal Corporation.
- Work closely with the SCMSAC'S Justice Support Team to respond to referrals and deliver on JRP program outcomes.
- Build and maintain strong links with the Department of Juvenile Justice, and other relevant Government, public, private, non-government and volunteer services in the local area including but not limited to; the health and medical, housing, welfare and legal sectors.
- Develop and maintain caring, supportive professional relationships with targeted young people and their families, carer's and networks and ensure professional boundaries are established and maintained.

ACCOUNTABILITIES

- Actively participate in the development and implementation of the SCMSAC Justice Reintegration Program.
- Respond to referrals of clients to the service from Department of Juvenile Justice.
- Contribute to the development and maintenance of a positive work environment.
- Participate in regular evaluation of the service and take part in annual appraisals and service planning days.
- Complete all relevant records and reports in line with contractual requirements and organisational policies and procedures.
- Undertake ongoing training and professional development.
- Participate in monthly support and supervision sessions.
- Undertake regular professional supervision as required.
- Actively participate in sector development and network meetings as requested.
- Develop, facilitate and deliver programs to target young people.
- Adhere to all relevant internal and external policy and procedures, statutory and contractual requirements including client confidentiality, duty of care and Workplace Health & Safety.

PERSON SPECIFICATIONS

The position holder will be required to demonstrate:

- Commitment to working within SCMSAC vision and values.
- Ability to successfully coordinate the delivery of case work services to young people.
- Ability to communicate effectively, timely and have a high level of interpersonal skills.
- High level of integrity and regard for professional boundaries, confidentiality and the ability to maintain sensitive information.
- High level of organisational ability, time and task management skills.
- Strong community focus with compassion for the client group and ability to maintain unconditional positive regard for the clients.
- Willingness to learn, undertake training and ongoing professional development.
- Leadership and capacity for innovation, quality assurance and improvement.

PERFORMANCE INDICATORS

- Strong relationships developed and maintained with the Department of Juvenile Justice and Support Services allowing clients to be effectively assisted and supported each week.
- Targeted goals are achieved by young persons as outlined in case plans.
- Assistance and support is provided to clients via goal setting, skills development and advocacy.
- Initial case plan and referral meetings are held and case conference reviews attended.
- Exit reviews and case closures are completed and submitted within appropriate timeframes.
- All required documentation and relevant client forms are completed and put on file.
- Appropriate services and programs are sourced to support clients.
- Client and community relationships are established and or developed and well maintained.
- Active contribution is made to the development of the program including participation in staff training and development, team meetings, intake meetings and planning days.

- Compliance with all SCMSAC policy and procedures including services to clients, human resource and workplace health and safety policies.
- Completion of Employee Development Agreement and Review and performance expectations are satisfactorily met.

KEY COMPETENCIES

ESSENTIAL - Knowledge, skills and experience

1. Aboriginality*
2. Sound knowledge of Aboriginal/ Torres Strait Islander communities and relevant organisations within Shoalhaven and have demonstrated understanding of the needs of Aboriginal and Torres Strait Islander young people involved in the criminal justice system, including their families.
3. Demonstrated experience in the delivery of mentoring, intensive casework or case management services, including the ability to develop professional working relationships and to work effectively with young people with challenging behaviours and their families.
4. Demonstrated experience in project work or management, including planning and the ability to develop, implement and evaluate programs and community sustainability strategies.
5. Sound knowledge of local service providers in the South Coast region, including the ability to work in collaboration with government and non-government agencies.
6. Excellent interpersonal, written and oral communication skills including the ability to manage time effectively and efficiently using personal and technical skills, including establishing priorities and meeting deadlines.
7. Computer proficiency and the ability to use basic computer programs and client information and data management systems, including the capacity to write reports and to collect statistical data.
8. Knowledge and commitment to policy, practice and legislation of child protection including Workplace Health & Safety, Equal Employment Opportunity and how they apply in the workplace.
9. Current NSW Driver's License and the willingness to travel overnight, work flexible hours and across different locations within the local service area.

DESIRABLE

- At least 2 years' experience in intensive casework or case management services.
- Hold relevant tertiary qualifications in Justice, Welfare, Community Services, Social Work or related area.

**Aboriginality- Aboriginality is a genuine occupational requirement and racial discrimination is prohibited as outlined under Section 8 (1) of the Racial Discrimination Act 1975.*

EMPLOYEE’S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date