



POSITION DESCRIPTION

Position Title	Justice Support Worker
Reporting To	Team Leader – Justice Support Programs

PURPOSE OF THE POSITION

SCMSAC is funded by Juvenile Justice; Department of Justice to deliver the Aboriginal Justice Reintegration Program (Ngudjoong Billa), a demonstration program which aims to overcome offending behaviour, reduce offending rates and support positive reintegrate into the community. The program targets young people within the community, including juvenile offenders leaving detention who are assessed as having a medium to high level risk of offending.

The Justice Support Worker will provide cultural mentoring, case support and establish community development activities across the Shoalhaven region to support the aims of the program.

KEY RESPONSIBILITIES & DUTIES

- Work with Juvenile Justice Caseworkers to support engagement in individualise support plans, including the assessment, evaluation and reviews of client cases.
- Provide intensive cultural mentoring and support young Aboriginal people referred to the program, including building rapport and establishing professional relationships with families and/or carers.
- Develop individualised cultural plans with young people referred to the program, including supporting them to achieve targeted outcomes that have been identified to improve their connection with their culture.
- Support clients with adhering to case plans, cultural plans and ensure target outcomes are met, while also ensuring practical steps are taken to meet presenting needs during the 20 week period.
- Develop case files, ensuring all client documents are completed, and records are detailed, accurate, factual and maintained, including completion of case notes and weekly engagement reports.
- Liaise with the Department of Juvenile Justice and relevant support services to implement the necessary referral and support of clients on a weekly basis. This includes weekly custodial visits (face-to-face, AVL or via phone), commencing 4 weeks prior to the client's release.
- Assist and encourage clients to develop skills necessary to achieve their set goals as per their case/ cultural plans, allowing them to live a pro-social life. This may include but is not limited to skills in life management, vocation, self-esteem, financial management and personal development.
- Identify appropriate services or programs and advocate on behalf of young people to ensure access and engagement as per case/cultural plan requirements.
- Participate in local interagency meetings, steering committees and other forums, in order to share information, 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.
- Comply with all SCMSAC Policies and Procedures.
- Other duties as reasonably directed by the CEO, Senior Manager or Supervisor.

KEY PERFORMANCE AREAS

- Strong relationships are developed and maintained with local Aboriginal communities, Juvenile Justice and relevant agencies allowing for clients to be effectively assisted and supported each week.
- Cultural plans are created and reviewed for all clients focusing on cultural connection, family and wellbeing.
- Pre and post evaluations are completed for all program participants, including family members and support people.
- Appropriate services and programs are sourced to provide assistance and support to clients via goal setting, skills development and advocacy.
- Initial case management meetings are held and case conference reviews are attended.
- Community development strategies are implemented and evaluated.
- Exit reviews and case closures are completed and submitted within appropriate timeframes.
- Client records are accurate and up to date.

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Aboriginality*
- Sound knowledge of Aboriginal and Torres Strait Islander communities, relevant organisations and service providers in the Shoalhaven and far South Coast including the ability to work in collaboration with government and non-government agencies.
- Clear understanding of the needs of Aboriginal families and young people involved in the criminal justice system.
- Demonstrated knowledge, understanding and awareness of the importance of Aboriginal cultural practices and protocols.
- Demonstrated experience in the delivery of mentoring, intensive casework or case management services including relevant tertiary qualifications in Justice, Welfare, Community Services, Social Work or related area.
- Demonstrated ability to develop professional relationships to work effectively with young people with challenging behaviours and their families.
- Demonstrated computer skills, including the use of Microsoft Office Programs, client information and data systems.

- Demonstrated ability to work autonomously including excellent organisational skills and capacity to prioritise competing demands.
- Excellent interpersonal skills including written and verbal communication skills with the ability to effectively communicate with people at all levels, collect statistical data and write reports.
- Clear Working With Children Check, Working with Vulnerable People Registration and National Police History Check.
- Current NSW Driver's License and the willingness to travel overnight, work flexible hours and across different locations within the local service area (Far South Coast and Tablelands).

Desirable

- Strong cultural knowledge and the willingness to provide cultural mentoring.

PERSONAL QUALITIES AND ATTRIBUTES

- High level of Integrity and regard for professional boundaries, confidentiality and the ability to maintain sensitive information.
- Strong community focus with compassion for the client group and ability to maintain unconditional positive regard for the clients.
- Leadership and capacity for innovation, quality assurance and improvement.
- Willingness to learn, undertake training and ongoing professional development.

RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day to day requests for support and information from the Justice Support Worker.
SCMSAC Health and Wellbeing Executive Officer and Programs Manager	The Justice Support Worker may receive guidance and direction from the Health and Wellbeing Executive Officer and Programs Manager.
SCMSAC Team Leader - Justice Support.	The Team Leader Justice Support is the first point of contact for the overall direction of work and will provide support to the Justice Support worker.
SCMSAC Managers, Team Leaders and Employees	The Justice Support Worker will interact closely with employees, Team Leaders and Managers to develop and maintain effective working relationships, collaborate on matters, respond to referrals, exchange information and provide advice and feedback.
SCMSAC Clients	The Justice Support Worker will develop and maintain caring, supportive, professional relationships with targeted clients and their families, carers and networks ensuring professional boundaries are established and maintained.
External Stakeholders	The Justice Support Worker will develop and maintain strong connections with external stakeholders such as Government, public, private, Non-Government and volunteer services in the local area.

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

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