



POSITION DESCRIPTION

Position Title	Justice Support Caseworker - JSP
Reporting To	Team Leader – Justice Support Program

PURPOSE OF THE POSITION

SCMSAC is funded by Department of Communities & Justice to deliver the Joint Support Program - Casework Support Service across the Eurobodalla, Bega Valley and Southern Tablelands regions of Southern NSW. The program aims to support juvenile offenders that are under the supervision of DCJ Youth Justice to overcome offending behaviour, reduce offending rates and support positive reintegration into the community.

The Justice Support Caseworker is responsible for providing intensive support to Aboriginal, non-Aboriginal and CALD young people leaving detention to overcome offending behaviour and positively reintegrate into the community by establishing pro-social lifestyles.

KEY RESPONSIBILITIES & DUTIES

- Work with DCJ Youth Justice Caseworkers and young offenders to develop individualise support plans, including but not limited to the assessment of social, physical, educational, financial, and accommodation needs of the client
- Provide intensive casework support services to young people from CALD backgrounds referred to the program, including building rapport and establishing professional relationships with families and/or carers
- Support clients with adhering to case plans and ensure target outcomes are met, while also ensuring practical steps are taken to meet presenting needs
- Develop and maintain electronic records, ensuring all client documents are completed, and records are detailed, accurate, and factual and comply with relevant legislation
- Liaise with the DCJ Youth 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 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 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
- Comply with all SCMSAC Policies and Procedures. Knowledge and commitment to the principals of and practices of WHS and EEO and how these apply in the workplace
- Work with local organisations and communities to develop, implement and evaluate programs and community sustainability strategies

- Undertake any other duties, consistent with skills and experience, as directed by the CEO or delegate

KEY PERFORMANCE AREAS

- Case Management
- Service Delivery
- Client/Patient Care
- Stakeholder Engagement and Collaboration
- Continuous Quality Improvement, Risk Assessment & WHS

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Clear understanding of the needs of families and young people involved in the criminal justice system
- Demonstrated experience in the delivery of mentoring, intensive casework or case management services including Certificate IV level 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 experience in project work or management, with the ability to plan, develop, implement and evaluate programs and community sustainability strategies
- 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, National Police History Check and Working with Vulnerable People Registration
- Current 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

- At least two years' experience in intensive casework or case management services
- Aboriginality*

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
CEO	The CEO may make day to day requests for support and information from the Justice Support Worker.
Executive Officer - Wellbeing	The Justice Support Worker may receive guidance and direction from the Executive Officer.
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.
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.*