



## POSITION DESCRIPTION

Position Title	Justice Support Caseworker – Casework Support Program
Reporting to	Team Leader – Justice Support Programs
Liases with internally	All employees
Liases with externally	Government organisations, community, non-government organisations.
Purpose of the position	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 communities (Eurobodalla, Bega Valley, and Southern Tablelands regions of NSW) by establishing pro-social lifestyles.
Selection Criteria	<p><b>Essential Criteria</b></p> <ul style="list-style-type: none"> <li>• Certificate IV level qualifications in Community Services or related area and/or demonstrated experience in these sectors.</li> <li>• Clear understanding of the needs of families and young people involved in the NSW criminal justice system, including Aboriginal and CALD communities.</li> <li>• Demonstrated experience in the delivery of mentoring, intensive casework, or case management services.</li> <li>• Demonstrated ability to develop professional relationships to work effectively with young people with challenging behaviours, and their families.</li> <li>• Demonstrated experience in project work or management, with the ability to plan, develop, implement and evaluate programs.</li> <li>• Demonstrated computer proficiency, including the use of Microsoft Office applications, client information and data systems.</li> <li>• The ability to effectively communicate with people from a variety of backgrounds.</li> <li>• High level of integrity and regard for professional boundaries, confidentiality and the ability to maintain sensitive information.</li> <li>• Willingness to undertake ongoing professional development.</li> <li>• Current Working with Children Check, National Police Check and Working with Vulnerable People Registration.</li> <li>• Current Drivers' License and the willingness to travel overnight, work flexible hours and across different locations within the local service area (Far South Coast and Tablelands).</li> <li>• Being vaccinated against Covid-19 is an inherent requirement of this role, to ensure that SCMSAC fulfils its WHS obligations. The</li> </ul>

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	<p>incumbent must remain up to date with current ATAGI (Australian Technical Advisory Group on Immunisation) national advice regarding vaccines and booster shots.</p> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>• Aboriginality*.</li> </ul>
Behaviours Required	<ol style="list-style-type: none"> <li>1 Innovative and strategic thinking</li> <li>2 Client focused</li> <li>3 Solutions driven</li> <li>4 Honesty and Integrity</li> <li>5 Self-motivated</li> </ol>
Organisational Values	<ol style="list-style-type: none"> <li>1 Deliver excellence through quality service provision, collaboration and measuring outcomes.</li> <li>2 Be passionate, caring and respectful in everything that we do.</li> <li>3 Be a socially responsible, culturally supportive presence in each of our communities.</li> <li>4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better.</li> <li>5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes.</li> <li>6 Contribute to shared learning through research and partnerships.</li> </ol>
Key Performance Indicators	<p><b>Day to Day / General</b></p> <ul style="list-style-type: none"> <li>• Provide a minimum of four hours direct casework support per week for each client.</li> <li>• Justice Case Plans to be developed, reviewed and appropriate case closures for all clients upon exit of the casework support program as per the Justice Support Process.</li> <li>• Prepare weekly Service Delivery Report and send to Youth Justice every Monday by COB.</li> <li>• Document all attempts to contact clients via the data management system.</li> <li>• 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.</li> <li>• Maintain electronic records - ensuring all client documents are completed, and records are detailed and accurate, and comply with relevant legislation.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure case notes are updated within 48 hours of meeting with the client.</li> <li>• Liaise with the DCJ Youth Justice and relevant support services to implement the necessary referral and support of clients on a weekly basis.</li> <li>• Attend weekly custodial visits (face-to-face, audio-visual/similar, or via phone), commencing four weeks prior to the client's release (where required).</li> <li>• Attend relevant meetings. Be punctual, prepared, and ready to participate.</li> <li>• Actively participate in monthly documented support and supervision sessions.</li> <li>• Participate in relevant annual performance reviews.</li> <li>• Other duties as reasonably directed by the CEO or delegate.</li> </ul> <p><b>Communication and Collaboration</b></p> <ul style="list-style-type: none"> <li>• Maintain client confidentiality.</li> <li>• Communicate in a professional and respectful manner.</li> <li>• Report matters in line with SCMSAC's Notifiable Events Policy.</li> <li>• Participate in decision-making and joint problem solving.</li> <li>• Build positive partnerships, both internally and externally</li> </ul> <p><b>Information Technology</b></p> <ul style="list-style-type: none"> <li>• Utilise IT Systems and equipment in line with SCMSAC policy and procedure.</li> <li>• Collect and analyse data, specific to your role.</li> </ul> <p><b>Continuous Quality Improvement</b></p> <ul style="list-style-type: none"> <li>• Actively participate in organisational continuous quality improvement initiatives.</li> <li>• Actively participate in the implementation of outcomes from program quality audits.</li> <li>• Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role.</li> </ul> <p><b>Child Safety</b></p> <ul style="list-style-type: none"> <li>• Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> <li>• Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure.</li> </ul> <p><b>Workplace Health and Safety</b></p>

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	<ul style="list-style-type: none"> <li>• Adhere to WHS obligations as outlined in our WHS Policies/Procedures.</li> <li>• Comply with relevant PPE requirements for your role.</li> <li>• Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.</li> </ul>

*\*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.*

### Employee Acceptance

I, \_\_\_\_\_, accept this description is an accurate statement of the duties, responsibilities and other requirements of the job. I have read and understood this document and agree to undertake the duties and responsibilities as listed.

Name/Role	Signature	Date
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