South Coast Medical Service Aboriginal Corporation

POSITION DESCRIPTION

Position Title	Justice Support Worker – Justice Reintegration Program
Reporting to	Team Leader – Justice Support Programs
Liaises with internally	All Employees
Liaises with externally	Government and non-government agencies, community, clients.
Purpose of the position	This position provides cultural mentoring, case support, and community development activities throughout the Shoalhaven, Eurobodalla and Bega Valley regions of Southern NSW to support the aims of the Aboriginal Justice Reintegration Program (Ngudjoong Billa) program.
Selection Criteria	**Essential Criteria** • Aboriginality*. • Certificate IV level qualifications in Community Services or related area and/or demonstrated experience in these sectors. • Sound knowledge of Aboriginal and Torres Strait Islander communities, relevant organisations and service providers in the Shoalhaven and far South Coast. • Clear understanding of the needs of Aboriginal families and young people involved in the NSW 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. • Demonstrated computer proficiency, including the use of Microsoft Office applications, client information and data systems. • Ability to effectively communicate with people from a variety of backgrounds. • Current 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).
Behaviours Required	1 Innovative and strategic thinking 2 Client focused 3 Solutions driven 4 Honesty and Integrity 5 Self-motivated

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Position Title	Justice Support Worker – Justice Reintegration Program
Organisational Values	1 Deliver excellence through quality service provision, collaboration and measuring outcomes. 2 Be passionate, caring and respectful in everything that we do. 3 Be a socially responsible, culturally supportive presence in each of our communities. 4 Be creative and flexible in our responses to community needs, listen and learn so that we can do things better. 5 Deliver quality evidence-based services with financial integrity to achieve sustainability and measurable outcomes. 6 Contribute to shared learning through research and partnerships.
Key Performance Indicators	**Day to Day / General** • Provide a minimum of four hours direct casework support per week for each client. • Individualised Case/Cultural 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. • Prepare weekly Service Delivery Report and send to Youth Justice every Monday by COB. • Document all attempts to contact clients via the data management system. • 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. • Maintain electronic records - ensuring all client documents are completed, and records are detailed and accurate, and comply with relevant legislation. • Ensure case notes are updated within 48 hours of meeting with the client. • Liaise with the DCJ Youth Justice and relevant support services to implement the necessary referral and support of clients on a weekly basis. • Attend weekly custodial visits (face-to-face, audio-visual/similar, or via phone), commencing four weeks prior to the client's release (where required). • Attend relevant meetings. Be punctual, prepared, and ready to participate. • Actively participate in monthly documented support and supervision sessions.

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- Participate in relevant annual performance reviews.
- Other duties as reasonably requested by the CEO or delegate.

Communication and Collaboration

- Maintain client confidentiality.
- Communicate in a professional and respectful manner.
- Report matters in line with SCMSAC's Notifiable Events Policy.
- Participate in decision-making and joint problem solving.
- Build positive partnerships, both internally and externally.

Information Technology

- Utilise IT Systems and equipment in line with SCMSAC policy and procedure.
- Collect and analyse data, specific to your role.

Continuous Quality Improvement

- Actively participate in organisational continuous quality improvement initiatives.
- Actively participate in the implementation of outcomes from program quality audits.
- Ensure that you are familiar with agency and program accreditations and your obligation to uphold these in your day to day role.

Child Safety

- Adhere to mandatory reporting requirements in line with SCMSAC Child Protection and Child Safety Policy and Procedure.
- Complete centralised mandatory ROSH reporting process in line with SCMSAC Child Protection and Child Safety Policy and Procedure.

Workplace Health and Safety

- Adhere to WHS obligations as outlined in our WHS Policies/Procedures.
- Comply with relevant PPE requirements for your role.
- Report all incidents, hazards and risks in line with SCMSAC Policy and Procedure.

**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	Click to enter date Date
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