Case Conferencing Facilitator

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| STATEMENT OF DUTIES | | June 2025 |
| Number | 979872 | |
| Portfolio | Child Safety and Youth Justice Operations | |
| Branch | Custodial Youth Justice | |
| Section/Unit/School | Ashley Youth Detention Centre | |
| Supervisor | Manager Professional Services & Policy | |
| Award/Agreement | Allied Health Professionals Public Sector Union Wages Agreement | |
| Classification | Allied Health Professional, Level 3 | |
| Employment Conditions | Permanent/Fixed-term, Full-time/Part-time  76 hours per fortnight, 52 weeks per year including four weeks annual leave | |
| Location | North | |
| Check Type | Schedule 1 | |
| Check Frequency | Pre-employment | |

## Context

The Services for Youth Justice division works directly with children, young people, families and carers to prevent, divert or support their involvement in the youth justice system. The youth justice service system comprises of a set of processes and practices for responding to children and young people who have committed, or allegedly committed, an offence. It deals primarily with young people aged 10–17 at the time of the offence.

Services for Youth Justice includes three main streams of work: Community Youth Justice, Ashley Youth Detention Centre and the Youth Justice Reform Project. The Ashley Youth Detention Centre (AYDC) provides secure care and custody for young people aged 10-17 who are detained or remanded by the courts.

## Primary Purpose

The Case Conferencing Facilitator will work as part of the team at Ashley Youth Detention Centre (AYDC), with the primary function coordinate all aspects of the Centre’s conferencing processes for young people in custody, ensuring compliance with relevant legislative and procedural provisions. The position also involves assisting in the delivery of comprehensive, consistent, and coordinated services that support the reintegration of detained youth into the community. Additionally, the role contributes to the development, establishment, and maintenance of effective case management systems, processes, and procedures tailored to the needs of young people in custody.

## Level of Responsibility/Direction and Supervision

This position works under the direction the Manager Professional Services and Policy and will report to the AYDC Executive Management Team as required. The occupant will be responsible for the provision of conferencing processes and assisting with case management services for young persons in detention as required. Additionally, the occupant will be required to exercise judgment and initiative consistent with the possession of sound knowledge in this area.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio’s which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

## Primary Duties

1. Coordinate, facilitate and evaluate the AYDC conferencing process for young people in custody.
2. Establish and maintain effective communication and information systems to support and enhance the AYDC conferencing process.
3. Provide advice and support for key stakeholders in Youth Justice, Children and Youth Services, the Department of Health and Human Services, professional organisations, non-government organisations, voluntary groups and clients about conferencing.
4. Identify resources to meet the individual needs of detainees identified through the conferencing process and in accordance with individual case management plans and strategies.
5. Support and participate in AYDC case management processes.
6. As a member of the Professional Services team, contribute to the development, implementation and evaluation of policy, procedures and practices, consistent with national standards, as required.
7. Research and maintain knowledge of current and emerging trends and practices concerning conferencing, youth detention and the delivery of case management services to young people in detention.
8. Actively participate in and contribute to the organisation’s Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.
9. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
10. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

## Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Significant post graduate experience in social work and youth justice, along with demonstrated experience in conferencing young people and adults regarding a range of ussies including difficult behaviour and/or conflict solutions
2. Demonstrated knowledge of contemporary issues, practices and trends in respect to services for young people who have offended and their families; together with a sensitivity toward and capacity for working closely with young people in detention.
3. Demonstrated knowledgeof the *Youth Justice Act 1997*, other relevant legislation and national standards or the ability to acquire such knowledge.
4. A high level of interpersonal and problem-solving skills including the ability to liaise with a wide range of clients, including demonstrated effective aggression management and conflict resolution techniques such as active listening, defusing, negotiation and debriefing.
5. High-level written communication skills, including the ability to prepare, present and evaluate reports and submissions and negotiate recommendations.
6. Demonstrated ability to work within a case management framework and contribute significantly to the development, implementation and evaluating of processes, and fostering staff education and development.
7. An understanding of relevant Work, Health and Safety responsibilities, legislation and standards, particularly risk management strategies together with a demonstrated commitment to the principles of Equal Employment Opportunity
8. A demonstrated capacity to commit to the Department’s values, with the ability to apply them through individual behaviours and actions.

## Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee’s responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

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| **Essential** | * Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment) * A tertiary qualification approved by the relevant National Board and eligibility for membership with the Relevant National Board or Professional association * The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted: Conviction checks in the following areas:   1. crimes of violence   2. sex related offences   3. serious drug offences   4. crimes involving dishonesty   5. serious traffic offences  1. Identification check 2. Disciplinary actions in previous employment check |
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## Working within the Department forEducation, Children and Young People



Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department’s culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected and has equal access to opportunities and resources. We recognise and respect individual differences as well as people’s career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles.* All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](https://www.education.tas.gov.au/documentcentre/Documents/Conditions-of-Use-Policy-for-All-Users-of-Information-and-Communication-Technology.pdf)

## Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department’s Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

| **APPROVED BY PSS DELEGATE:** Approved under DCT arrangements as of March 2017.  Request: 7035541  Date Duties and Selection Criteria Last Reviewed: 06/25 |
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