

# Clinical Lead – Case Conferencing Facilitator

## STATEMENT OF DUTIES

JANUARY 2026

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
Agreement	Allied Health Professionals Public Sector Union Wages Agreement
Award	Health and Human Services (Tasmanian State Service) Award
Classification	Allied Health Professional, Level 4
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 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.

Ashley Youth Detention Centre (AYDC) provides secure care and custody for young people aged 10–17 who are detained or remanded by the courts. The Centre delivers comprehensive, coordinated services to support rehabilitation and reintegration into the community, underpinned by national standards and legislative requirements.

## Primary Purpose

The Senior Case Conferencing Facilitator will lead and coordinate all aspects of AYDC's conferencing processes for young people in custody, ensuring compliance with legislative and procedural provisions. The role will provide expert advice and oversight to ensure conferencing outcomes are integrated into case management strategies that support rehabilitation and reintegration.

In addition, the position will have responsibility for developing, reviewing and maintaining policies and procedures associated with case conferencing, ensuring alignment with best practice, national standards and organisational objectives. The role will contribute to strategic initiatives that enhance service delivery, improve outcomes for young people in detention and embed restorative justice principles and trauma-informed practice.

The role will contribute to future-focused planning for youth justice facilities, including models of care and systems of behaviour support, with a strong lens on allied health, safety and measurable outcomes.”

## Level of Responsibility/Direction and Supervision

This position operates with a high level of autonomy and professional judgement, reporting to the Manager Professional Services & Policy and providing specialist advice to the AYDC Executive Management Team. The occupant will lead the conferencing function, contribute to policy development, and provide authoritative guidance to staff and stakeholders.

The role requires advanced expertise in youth justice and case conferencing, with responsibility for influencing practice standards and ensuring compliance with legislative frameworks. The occupant is expected to model behaviours consistent with the Department's values and safeguarding principles, and to exercise delegations prudently in accordance with relevant Acts, regulations and policies.

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 and Culture (P&C) 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

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1. Lead, coordinate and evaluate AYDC's conferencing processes for young people in custody, ensuring compliance with legislative and procedural requirements.
2. Develop, review and maintain policies, procedures and practice guidelines associated with case conferencing, ensuring alignment with best practice and organisational objectives.
3. Provide expert advice and support to internal and external stakeholders regarding conferencing processes and related policy matters.
4. Contribute to future-focused planning for youth justice facilities, including models of care, systems of behaviour support and embedding restorative justice principles, with a strong lens on allied health, trauma-informed practice, safety and measurable outcomes.
5. Remain abreast of emerging trends and evidence-based practices in youth justice, conferencing and rehabilitation and build staff capability in restorative justice principles and support change management initiatives to embed new practices and systems.
6. Provide leadership and mentoring to staff involved in conferencing and case management processes, fostering professional development and quality practice.
7. 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.
8. 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.

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1. Extensive post-graduate experience in a related allied health discipline (Social Work, Occupational Therapy or Psychology), with advanced expertise in youth justice and case conferencing and restorative justice principles.
2. Demonstrated ability to develop, implement and evaluate policies and procedures within a complex service delivery environment, including future-focused planning and change management.
3. High-level knowledge of relevant legislation, national standards and contemporary issues affecting young people in detention, and the ability to apply this knowledge in practice.
4. Exceptional interpersonal, negotiation and conflict resolution skills, including the ability to influence and build collaborative relationships with diverse stakeholders and lead capability-building initiatives.
5. Highly advanced written communication skills, including the ability to prepare complex reports, policy documents and strategic recommendations.
6. 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)
- The applicant must meet one of the following essential requirements:
  - Occupational Therapist:
    - Registered with the Occupational Therapy Board of Australia; or
  - Social Worker:
    - Tertiary qualification/program of study approved by the Australian Association of Social Workers (AASW)
    - Eligible for membership with the AASW; or
  - Psychologist:
    - Registered with the Psychology Board of Australia; or
- 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:
  1. Conviction checks in the following areas:
    - a. crimes of violence
    - b. sex related offences
    - c. serious drug offences
    - d. crimes involving dishonesty
    - e. serious traffic offences
  2. Identification check
  3. Disciplinary actions in previous employment check

### **Desirable**

- Relevant post-graduate qualifications and experience

## Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

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](#)

## 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.

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**APPROVED BY P&C DELEGATE:** 520040, Manager – Recruitment Operations – 01/26 SA

Request:

Date Duties and Selection Criteria Last Reviewed: 01/26 DN

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