

Youth Justice Practitioner

STATEMENT OF DUTIES		MARCH 2024
Number	Generic	
Portfolio	Youth Justice	
Branch	Community Youth Justice	
Section	N/A	
Sub-Section/Unit/School	N/A	
Supervisor	Team Leader	
Award/Agreement	Health and Human Services (Tasmanian State Service) Award	
Classification	General Stream Band 5	
Employment Conditions	Permanent or fixed-term, part-time or full time, number of hours per fortnight, 52 weeks per year including 4 weeks annual leave.	
Location	North, North West or South	
Check Type	Schedule I	
Check Frequency	Pre-employment	

Context

The Youth Justice Team support young people in the community who have offended and are subject to diversionary programs and/or court orders.

Youth Justice work within a restorative and rehabilitative framework to provide young people and their families with the tools, information and support to create positive change in their lives and contribute more productively to their community.

Primary Purpose

Provide high-level interventions and support for young people through:

- Assisting youth in their participation in diversionary programs
- Support the Magistrates Court (Specialist Youth Division) and the Supreme Court through the preparation of court reports and attending court.
- Conduct assessments, develop case plans and supervise a caseload of identified clients on legal orders.

- Develop and maintain professional relationships with a range of government and non-government stakeholders to connect young people to services appropriate to their assessed need and monitor the progress of the young person.

Level of Responsibility/Direction and Supervision

Directly responsible for identifying, coordinating and providing specialist interventions that reduce the risk of young people re-offending, including legally directing young people to participate in programs. Required to provide clear and authoritative advice to courts on the complex matters associated with young people who offend.

The occupant is required to undertake statutory duties, being a Youth Justice Worker pursuant to the Youth Justice Act 1997 and a prescribed person under the Children, Young Persons and Their Families Act 1997.

The occupant is expected to exercise sound professional judgement and work with minimum direction on a day to day basis and receives broad direction from the Team Leader.

Professional practice supervision is provided.

The Department has a range of delegations in operational areas including Finance, Human Resources 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 any specified limitations.

Primary Duties

1. Use structured screening and assessment tools to identify the risks and needs of young people and determine the level and types of interventions/programs required, including family support and crisis interventions.
2. Prepare written and oral reports and applications that contain recommendations for sentencing and intervention that are professional, appropriate and in the interest of justice, the young person and the community, which assist the court in making decisions regarding young people.
3. Attend court to present written and oral reports and applications to review/contravene orders.
4. Develop, implement and review case plans to ensure supervision and interventions match the criminogenic needs of a caseload of young people with varying degrees of complexity and respond to non-compliance in accordance with policy and procedure.
5. Schedule and conduct supervision sessions with young people for the purpose of assisting them replace harmful behaviours with pro-social ones, remove barriers, and address risks of recidivism using client centered, strengths-based case management approaches and dynamic risk assessment.
6. Advocate and liaise on behalf of the young person with a range of services and in a range of forums including participation in care teams.

7. Build strong working relationships with stakeholders, businesses and local communities to establish and enhance programs and/or services that can be offered to young people who are required to complete community service.
8. Ensure the safety and wellbeing of vulnerable people you may be working with (including children and young people) and immediately report any concerns, disclosures, allegations, or suspicions of harm, together with actively participating in and contributing practices that contribute to the Department being a child safe organisation including undertaking all reporting, record keeping and information sharing obligations.
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.

Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work-related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

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. Knowledge of effective youth justice practice, approaches and interventions along with an understanding of the underlying causes of offending.
 2. Knowledge of the principles of case management and case work and ability to utilise a range of assessment and interventions relevant to the age, gender, developmental stage, and cultural background and offending related needs of the young person.
 3. Well-developed communication and interpersonal skills as evidenced by the ability to produce reports and establish and maintain effective relationships with a diverse range of people and professionals.
 4. Knowledge of service development, program design and delivery, and demonstrated capacity to support the development of appropriate interventions.
 5. Demonstrated sound self-management skills, self-awareness and emotional intelligence, with the ability to understand the personal impacts of working with young people who may have experienced trauma and adversity, including holding self and team accountable towards inclusive and respectful behaviour.

Requirements

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

Essential

- The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
 - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- 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.
- Bachelor Degree (AQF level 7 qualification) in a discipline relevant to the work, for example Social Work, Psychology or Criminology;
- Associate Degree, Advanced Diploma or Diploma (AQF level 5 or 6 qualification) in a discipline relevant to the work, for example of Youth Work, Behavioural Science or Community Services
- Current Drivers Licence

Desirable

Relevant experience in youth work, diversionary programs or related areas

Working within the Department for Education, Children and Young People

The Department is responsible for the following areas within Tasmania

- Tasmanian Government Schools
- Child Safety
- Youth Justice
- Out of Home Care
- Libraries Tasmania
- Child and Family Learning Centres.

This is a department built entirely for children and 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.

We work collaboratively across disciplines to combine knowledge, experience and ways of working to benefit children and young people.

However, we are a new Department – established in October 2022 – and we are still working together to build our Strategy and our culture and values. This work will be continuing into 2023, and we want all staff to be involved in this.

Values, Behaviours and Workplace Diversity

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.

State Service Principles and Code of Conduct

Employment in the State Service 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](#)

Work Health and Safety

The Department is committed to high standards of performance in respect of work health and safety. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

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

Information & Records Management and Confidentiality

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

Delegations

This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position.

The Department has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Fraud and Corruption Control Policy and reporting procedures.

Fraud Management

The Department has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's Fraud and Corruption Control Policy and Procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager or to the Manager Internal Audit.

We are committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and are conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the Public Interest Disclosure Act 2002. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the State Service Act 2000.

Category/funding/restrictions: Permanent or Fixed Term. Cost code: Specified for the School/College or Business Unit.

HR Office use only:

APPROVED BY HRM DELEGATE: 973874 – Assistant Director Strategic Recruitment and Payroll Operations – DATE

Request:

Date Duties and Selection Criteria Last Reviewed: 02/24 JC
