

Youth Justice Practitioner

STATEMENT OF DUTIES

MARCH 2024

Number	Generic
Portfolio	Services for Youth Justice
Branch	Community Youth Justice
Section/Unit/School	NA
Supervisor	Team Leader
Award/Agreement	Health and Human Services (Tasmanian State Service) Award
Classification	General Stream Band 5
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	Statewide
Check Type	Schedule 1
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.

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.

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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. 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.
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. 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.
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.
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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.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- 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

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- Current Drivers Licence
 - 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 experience in youth work, diversionary programs or related areas

Working within the Department for Education, 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](#)

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: 973874 – Assistant Director Strategic Recruitment and Payroll Operations – March 2024

Request:

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