

Social Worker

STATEMENT OF DUTIES

JULY 2025

Number	Generic
Portfolio	Child Safety and Youth Justice Operations
Branch	Care Custodial & Support Services
Section/Unit/School	Custodial Youth Justice
Supervisor	Manager Case Management and Programs
Award/Agreement	Allied Health Professionals Public Sector Union Wages Agreement
Classification	Allied Health Professional Level 1-2
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave
Location	North
Check Type	Schedule 1
Check Frequency	Pre-employment

Context

Department for Education Children and Young People (DECYP) brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive, and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

DECYP provides opportunities for all Tasmanians to participate in community life, sport, and recreation; supports, protects, and nurtures vulnerable children, young people, and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of DECYP are based in all major centres throughout Tasmania; therefore, some roles may require intrastate travel.

DECYP creates an environment where children's safety and wellbeing are the centre of thought, values, and action - we are responsive to the needs of families and communities that we engage with. We are a child safe organisation that puts the safety of children and young people first, creating a culture, adopting strategies, and taking action to promote child wellbeing and prevent harm to children and young people.

Primary Purpose

Provide practical and administrative support to all aspects of Ashley Youth Detention Centre's (AYDC) planning and case management processes for young people in custody and in accordance with legislative and procedural provisions.

Assist with the provision of integrated and coordinated services aimed at the reintegration of young people in detention back into the community.

Assist in the development, establishment and maintenance of effective case management systems, processes, and procedures for young people in custody.

Level of Responsibility/Direction and Supervision

This position is responsible to the Manager, Ashley Team Support, with day-to-day direction and supervision provided by the Case Management Coordinator. Working closely with the Case Management Coordinator, the occupant will be responsible for the provision of administrative support and assisting with the provision of assessment and case management services for young persons in detention as required.

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. Support and contribute to multi -disciplinary decision making and case management processes for young people in custody.
2. Identify resources to meet the individual needs of young persons in custody identified through the case planning process and in accordance with individual case management plans and strategies. Develop and implement plans and strategies to help meet these needs.
3. Support and participate in AYDC admission, assessment, planning, decision making, case management and exit processes with young people.
4. As a member of Ashley Team Support, contribute to the development, implementation and evaluation of policy, procedures, and practices, consistent with national standards, as required.
5. Research and maintain knowledge of current and emerging trends and trauma informed practices concerning reintegration and the delivery of case management services to young people in detention.
6. 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. Actively participate in and contribute to practices that will ensure Department for Education Children and Young People is a child safe organisation including reporting, record keeping and information sharing obligations.
7. 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.
8. 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.
9. 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. Post graduate experience in social work and youth justice, preferably with experience in a youth detention setting.
2. Demonstrated knowledge of contemporary issues and trauma informed 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, together with proven experience in working with young people and adults regarding a range of issues, including difficult behaviour and/or conflict situations.
3. 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.
4. Demonstrated knowledge of the Youth Justice Act 1997, other relevant legislation and national standards or the ability to acquire such knowledge.
5. 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, negotiating, and debriefing.
6. High-level written communication skills, including the ability to accurately and succinctly prepare and present minutes and recommendations to a range of relevant stakeholders.
7. Demonstrated skills and ability to work within a case management framework and contribute to the development, implementation, and evaluation of case management processes.
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.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Tertiary qualification/program of study accredited by the Australian Association of Social Workers (AASW) and is a full member of AASW or is eligible for membership with the AASW
- 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

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.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – January 2022

Request:

Date Duties and Selection Criteria Last Reviewed: 07/25
