



## Youth Worker – Custodial Youth Justice

STATEMENT OF DUTIES		JULY 2019
<b>Number</b>	Generic	
<b>Portfolio</b>	Youth Justice	
<b>Branch</b>	Ashley Youth Detention Centre	
<b>Section</b>	N/A	
<b>Sub-Section/Unit/School</b>	N/A	
<b>Supervisor</b>	Operations Coordinator	
<b>Award/Agreement</b>	Health and Human Services (Tasmanian State Service)	
<b>Classification</b>	General Stream Band 4	
<b>Employment Conditions</b>	Permanent/casual, full time/casual	
<b>Location</b>	North	
<b>Check Type</b>	Schedule I	
<b>Check Frequency</b>	Pre-employment	
<b>Position Features</b>	Rotating shift work	

### Context

Department for Education Children and Young People 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.

Department for Education Children and Young People provides opportunities for all Tasmanians to participate in community life and 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 Department for Education Children and Young People are based in all major centres throughout Tasmania; therefore, some roles may require intrastate travel.

Department for Education Children and Young People 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

Ashley Youth Detention Centre (AYDC) is Tasmania's only custodial youth justice facility, providing secure care and custody for young people who are detained or remanded by the courts. It has a 50-bed capacity across four accommodation units and is staffed 24 hours per day, 7 days per week.

The Youth Worker assists in the daily operation of a residential unit in conjunction with operational management and is responsible for the support and supervision of young people attending programs and activities during their shift, and the promotion of a safe, therapeutic, and secure environment for young people and staff.

The Youth Worker will:

- In accordance with legislative and educational requirements, and individual case management plans, work collaboratively with stakeholders and encourage an inter-disciplinary approach to support the engagement of young people in daily routines, programs, and activities to assist rehabilitation and positive re-integration of young people in custody back into the community.
- Provide and maintain a safe and secure environment that enhances the wellbeing of young people within a custodial setting and promotes a safe workplace for employees through active engagement and positive relationships with young people.
- Actively contribute to a culture that promotes de-escalation of aggressive or potentially aggressive situations by enacting de-escalation strategies, programs and activities and only involves the use of force in line with established procedures.
- Work within a team environment to maintain a safe, healthy, caring, and supportive environment for all residents with a strong focus on promoting respectful relationships and interaction through communication or as part of physical or other activities and programmes as required.

## Level of Responsibility/Direction and Supervision

Direct line supervision and general direction is provided by the operations Coordinator or, in their absence, the Operations Manager.

Within a restorative and therapeutic statutory custodial environment, the occupant will:

- Supervise and support young people in custody (including participating in physical activity) as they participate in daily routines, allocated tasks, and programs, and actively participate positively in continuous improvement processes to support rehabilitation and positive reintegration of young people into the community.
- Exercise care in the performance of duties consistent with the relevant workplace safety requirements, contemporary best practice, and international and national standards and within operating procedures and policy determined by Children and Youth Services.

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

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1. Provide high quality care, support, and supervision for young people consistent with legislative requirements, departmental policies and operating procedures, using a team-based approach within the context of a therapeutic and trauma informed care model.
2. In conjunction with other Youth Workers or other members of the workforce, provide support to young people in custody and participate in the development and implementation of case management plans and strategies, approved programs, and activities to address offending behaviours and support rehabilitation, pro-social behaviour, and positive reintegration into the community.
3. Maintain and ensure the security of the centre, residents, and colleagues, ensuring the reporting of risks and required maintenance in a timely manner in line with work health and safety and risk management requirements.
4. Undertake administrative duties including best practice records management processes associated with information sharing, collection, and dissemination. Complete these tasks through the use of unit diaries, electronic records/files/databases, accurate report writing, suicide and self-harm observation records, incident recording, and completion of other documentation as required.
5. Address and manage difficult and aggressive behaviour through the use of approved intervention techniques, including those involving physical activity or interventions.
6. Actively participate in staff training and professional development programs to meet agreed competency standards and ensure continuous quality improvement in work practices.
7. Provide mentoring and support to less experienced Youth Workers and the workforce more broadly as part of a coordinated approach to safety and security, educational and specialist programs, health services, work health and safety, training, and equity.

8. Model effective communication and appropriate behaviours with young people, other Youth Workers, service providers and other centre employees.
9. Provide timely information and advice to Operations Coordinators, other members of the leadership team and/or the WHS Committee about site safety and security, the effective functioning of the Centre and the well-being of the young people in custody.
10. 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.
11. 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.
12. 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. Demonstrated knowledge of and experience working with vulnerable young people at risk, including an understanding of child and adolescent development theories together with a sound understanding of issues facing young people, including alcohol and drug use, poverty, disability, cultural identity, mental health, and human rights, alongside an understanding of trauma-informed care.

2. Ability to provide high quality support, care, and supervision, including that of a physical nature, to young people in custody across a range of situations, both in a custodial setting and in the community, individually and as part of a team.
3. Demonstrated understanding of case planning for young people in custody and the ability to support the development and implementation of programs, services and activities as detailed in case plans, to meet the developmental needs of young people in custody to support rehabilitation and positive reintegration into the community through education, recreation, and vocational training.
4. Ability to provide leadership and direction to young people through the use of effective communication and interpersonal skills, engagement with relevant professional staff, service providers, families and the community, and appropriate role modelling.
5. Ability to manage difficult and sometimes aggressive behaviour through the use of approved intervention techniques, which may include those of a physical nature when required, which are in line with Departmental procedures and work health and safety principles and practices.
6. Well-developed written communication and computer literacy skills, with the ability to prepare well informed incident reports and complex case communication notes and other records and to undertake other administrative functions as required, in line with competing priorities within tight timeframes.

## Requirements

Registration/licences that are essential requirements of this role must always remain current and valid 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 always remain current and valid 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)
- Able to meet the psychological suitability and physical fitness deemed appropriate for custodial youth justice duties. \*

\*Suitable applicants will be required to undergo psychological testing prior to interview and to consent to an independent medical assessment to confirm their suitability for this role.

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:

- I Conviction checks in the following areas:
  - a) crimes of violence
  - b) sex related offences
  - c) serious drug offences
  - d) crimes involving dishonesty
- 2 Identification check
- 3 Disciplinary actions in previous employment check.

**Desirable**

- Current first aid certificate.
- Current Driver's Licence.
- Knowledge and expertise consistent with qualifications recognised at Certificate IV or above as relevant to Youth Work, Youth Justice, or Correctional Practice/Administration.

## 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 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

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.

Our department is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values, and behaviours enable everyone to be respected in the workplace and to have 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 of 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.

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

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### **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: 07/2019 - DCT

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