

Role description for Caseworker – EXAMPLE

Branch	Youth Justice Service Centre	Division	Youth Justice		
Location		Closing date	Day / date / month / 2016	Job Ad Ref	QLD/#####/16
Classification	PO2-PO3	Salary per fortnight	\$0,000 - \$0,000	Salary per annum	\$00,000.00 - \$00,000.00
Type of vacancy	Hours will be negotiated with the successful applicant (<i>Refer to Applicant Information Package</i>).				
Contact name		Title		Telephone	

Department of Justice and Attorney-General

The department contributes to a fair and just society and safe, healthy, productive workplaces and community.

The department values cultural capability and supports the engagement, participation and advancement of Aboriginal people and Torres Strait Islander people across all occupational streams.

About Youth Justice

Youth Justice provides early intervention, statutory youth justice and detention services to ensure that young people are held accountable for their offending behaviour. We help support them to become responsible members of the community.

Youth Justice supports the department with the following vision, values and objectives:

Our vision: A world class youth justice system that effectively reduces youth crime.

Our values: Respect; support; innovation; accountability; purpose.

Our objectives: Work together to prevent youth crime.

Act early to reconnect young people to a life without crime.

Support change to new behaviours and a positive future.

Our culture: [Who am I in Youth Justice?](#) outlines the Youth Justice workplace culture and shares understanding, relationships and expectations to ensure that Youth Justice has the workforce capability to achieve the vision.

More information about Youth Justice is available from our [website](#).

About the role

Caseworkers provide professional intervention to young offenders subject to youth justice intervention, with the aim of reducing re-offending.



Key responsibilities

Work effectively within a statutory environment to manage the dual roles of monitoring young offenders' compliance with court orders and intervening to address issues that place them at risk of re-offending.

Proactively work to reduce re-offending through the use of culturally appropriate, collaborative and evidence-based assessment and intervention skills, processes and programs including restorative justice activities.

Work collaboratively as part of a team including a range of internal and external stakeholders, to achieve positive outcomes for victims, young offenders, their families and the community.

Prepare and present verbal and written reports to the Children's Court on behalf of the Chief Executive. Conduct pre and post court interviews, prepare quality pre-sentence reports, affidavits and other relevant documentation to support best practice outcomes for young people in the Justice system.

Undertake record keeping and information management tasks to ensure accountability.

Actively participate in a range of continuing professional development activities to continuously improve your ability to contribute to organisational goals, including training, supervision and relevant accreditation.

Develop and maintain a relationship with Aboriginal and Torres Strait Islander communities, people and services.

Provide support and advice to colleagues on culturally appropriate services in a youth justice context.

How you will be assessed

The selection process includes a range of selection techniques to assess the key attributes as they apply to the key responsibilities of the role and may include:

- Written assessment, application form or questionnaire
- Presentation, sample work assignment or folio
- Interview, simulated work task or scenarios
- Group assessment process

These selection techniques are designed to identify the applicant with the highest overall merit as determined by the applicant's abilities, aptitudes, skills, qualifications, knowledge, experience, values, and personal qualities relevant to the role.

The ideal applicant for this role will be someone who can demonstrate the following key attributes as they apply to the key responsibilities of the role.

- You are committed to reducing offending and re-offending, and understand how your work will contribute to this organisational goal.
- You embed Aboriginal and Torres Strait Islander cultural capability into your key responsibilities.
- You have knowledge of youth justice practice including restorative justice processes and the ability to apply, effective facilitation, engagement, assessment and intervention skills with young offenders, victims and families.
- You build and sustain positive relationships with a wide range of people (clients, team members and stakeholders) and have the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples, including a sound knowledge and understanding of both cultures and societies and the current and historical issues which impact upon them in a contemporary society.
- You have excellent time management skills, and are committed to continuous professional development and reflective practice, including the ability to effectively receive and act on feedback.
- You have demonstrated professional writing skills and the ability to apply these efficiently in a statutory environment including, for example, writing case notes, pre-sentence reports, affidavits, risk assessments and intervention plans.

* These attributes are based on the Queensland Public Service ([QPS](#)) [Capability and Leadership Framework](#) and have been tailored for this department.

Career development

The youth justice system is governed by the *Youth Justice Act 1992*. Youth Justice is a division of the Department of Justice and Attorney-General. We work across Queensland in urban, rural and remote [locations](#). We work in a variety of environments including:

- youth detention centres
- community-based youth justice centres
- regional offices
- Brisbane central office.

Career development opportunities in Youth Justice include:

- possible financial and leave assistance for employees doing approved courses of study
- opportunities to complete certificate qualifications in youth justice
- opportunities to act in higher level jobs
- training
- coaching and mentoring

Mandatory qualifications, conditions and requirements

For this position, it is a genuine occupational requirement that it be filled by an Aboriginal or Torres Strait Islander person as permitted and arguable under Sections 25, 104 and 105 of the Queensland Anti-Discrimination Act (1991).

Possession of a tertiary degree relevant to the role such as social work, behavioural science or social science, criminology or other recognised degree [see Additional information section below regarding other recognised degrees].

Travel is a requirement of this position, therefore, it is a requirement that the applicant hold a current "C" Class Drivers licence.

Additional information

The department recognises that people who have tertiary degrees other than those listed under "Mandatory qualifications", may possess a skill-set that is appropriate for this role. The applicant needs to demonstrate completion of a minimum of six (6) subjects that cover at least four of the following seven areas.

- Effective practice at micro and macro levels of communication/ engagement skills, counselling.
- Assessment and intervention skills in working with young people, families and communities (including subjects specific to working with Indigenous communities).
- Working within a case management framework.
- Theoretical frameworks ie; strengths based practice, empowerment, systems, crisis intervention, social development, child development, family dynamics.
- Knowledge of Aboriginal and Torres Strait Islander cultures and the issues related to their cultures over-representation in the youth justice and child protection systems.
- Criminal justice system/law.
- Social norms, mores and community development.

If an applicant possesses a degree that may fall into the category of "other recognised degree", they are requested to supply with their application a copy of their official academic transcript along with a description of the subjects completed (this is usually available from the university's website). During the short-listing process, the selection panel will use the attached documentation to assess degree eligibility.

Applications to remain current for 12 months.

The incumbent may be required to work hours outside the normal work hours. In some cases this may include travel and overnight stays away from the usual workplace.

A criminal history check will be undertaken for this position on any recommended applicant due to the nature of the work involved. Applicants with life experience who can act as positive role models are highly valued in youth justice. Applicants with a criminal history will not be automatically excluded, and each person's life experience and history will be considered on a case by case basis.

This role involves child-related duties as defined under section 156 of the *Public Service Act 2008*. Prior to commencing employment, the recommended applicant will be required to obtain a Blue Card if one is not already held.

For details regarding salary information, leave entitlements, flexible working arrangements and other benefits for this position please refer to the Applicant Information Package.

Further information about the department is available from our [website](#).

A minimum probation period of 3 months may apply.

All newly appointed public service employees who have been employed as a lobbyist in the previous 2 years are required to provide a disclosure to the Director-General within 1 month of commencement in accordance with *Disclosure of Previous Employment as a Lobbyist Policy*.

Any applicant recommended for appointment who is a current or previous public sector employee is required to disclose previous serious disciplinary action taken against them. If recommended for appointment the Panel Chair will contact the applicant further to discuss this requirement.

The undertaking of other paid employment must not affect an employee's ability to perform their departmental role efficiently and effectively. A new employee must notify of their other employment within 14 days of commencement so that the department can assess if the other employment breaches the principles in the code of conduct relating to, conflicts of interests; impairment of the employee's ability, health or well-being and ability to safely and effectively carry out their public service duties; bringing the department (or the public service) into disrepute; or misusing public resources. Authorised other employment protects an employee from perceptions of wrongdoing.

A non-smoking policy is effective in Queensland Government buildings, offices and motor vehicles.

Employee union information

The Queensland Government recognises your entitlement to join a registered union. While you are not obliged to join a union, the Government encourages its employees to do so. Membership application forms can be obtained from the relevant union. Supervisors will be able to tell you the name of the union that represents your role.

You should also know that your name, the name of your workplace and your workplace location may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.