



South Australian Public Service
JOB AND PERSON SPECIFICATIONS

1. POSITION IDENTIFICATION

Title of Position **Aboriginal Programs Officer – Rehabilitation Programs Branch** **CORRECTIONAL SERVICES**

Classification : **ASO-5** **Position Number :**

Location: Adelaide **Division:** Offender Development Directorate

Reports to: **Manager, Rehabilitation Programs Branch**

Job Status: Ongoing Temporary 1-12 Mths

PSM Act Contract 1-5 Yrs Casual. **FTE:**

Financial Delegation: \$NIL

JOB AND PERSON SPECIFICATION APPROVAL

All excluding senior positions

Senior Positions

[Signature]
 19.13.09
Chief Executive or Delegate

...../...../.....
Commissioner for Public Employment

JOB SPECIFICATION

2. KEY PURPOSE OF THE POSITION

- The Aboriginal Programs Officer reports to the Clinical Program Manager, Rehabilitation Programs and is responsible for providing a high quality rehabilitation programs particularly in relation to Aboriginal offenders.
- The position includes advising on customisation, development and delivery of programs, responsibility for planning and review, and may include assistance with assessment.

3. KEY STAKEHOLDER INTERACTION

- The Aboriginal Programs Officer reports to the Manager, Rehabilitation Programs Branch.
- The Aboriginal Programs officer will receive professional supervision and support from the Senior Aboriginal Programs Officer.
- The Aboriginal Programs Officer will work in collaboration with the Principal Clinician, Senior Clinicians, and other RPB staff to ensure that programs for Aboriginal offenders in the South Australian correctional system are culturally appropriate and delivered in a culturally responsive manner.
- The Manager, Aboriginal Services will provide professional guidance to the incumbent on quality issues relating to the delivery of programs including adherence to policy and procedures, and assessment and review of program participants.

4. BRANCH PROFILE

The Rehabilitation Programs Branch is responsible for the provision of intervention services to incarcerated prisoners and adult offenders placed on community based orders, and whose convictions include offences of a sexual and/or violent nature. It is also responsible for the provision of intervention services to Aboriginal prisoners and offenders.

5. SPECIAL CONDITIONS

- Placement in the first instance will be in Adelaide. The individual will be expected to work in a number of facilities. Relocation to other metropolitan locations may be possible at a later stage.
- Some out of hours work may be required
- A current South Australian Drivers Licence is essential.
- Some intra and interstate travel will be required which may necessitate overnight stays.

6. HIGHLIGHTED EMPLOYMENT CONDITIONS

A requirement to understand, observe, conform and adhere to

- the terms and conditions of the DCS Human Resource policies and guidelines
- the Public Sector Management Act general public sector aims and standards, personnel management standards, and employee conduct standards
- the Government and DCS Codes of Conduct and the DCS values system
- legislative requirements that apply to the role. This includes but is not limited to the Public Sector Management Act, Correctional Services Act, Occupational Health Safety & Welfare Act, Equal Opportunity Act, and the Workers Rehabilitation & Compensation Act.

7. KEY AREAS OF ACCOUNTABILITY

1. Ensure that programs delivered to Aboriginal offenders in the South Australian correctional system are delivered in a culturally responsive manner and in accordance with corporate goals by:

- Reviewing and customising existing programs to provide rehabilitation support to Aboriginal offenders.
- Developing and delivering programs to support the rehabilitation of Aboriginal offenders including resolution of language related issues.
- Undertaking one on one and group interventions to support the rehabilitation of Aboriginal offenders.
- Supervising existing Aboriginal workers to ensure that shared goals and approaches are developed for Aboriginal offenders.
- Delivering programs to ensure they reflect the Aboriginal cultural values and lead to positive outcomes for Aboriginal offenders, and minimise the incidence of re-offending, within the Throughcare framework.
- Liaising, referring and following up with relevant Departments, agencies, other professionals, and individuals, in order to facilitate the offender's rehabilitation.
- Liaising with and establishing effective working relationships with relevant agencies.

2. Contribute to the provision of relevant, timely and effective rehabilitation services for Aboriginal people targeted by:

- Liaising and consulting with the Aboriginal Justice Officer, Aboriginal Liaison Officers and the other Senior Custodial and Community Corrections Officers as appropriate.
- Accessing support from other rehabilitation program specialist staff (eg Senior Psychologists) to ensure that Aboriginal offenders are provided with high quality and outcome focussed rehabilitation programs.
- Assessing the needs of Aboriginal offenders / clients and developing management case plans, which address those needs.
- Working collaboratively with the offender's family and developing other support networks.
- Developing and implementing rehabilitation programs to assist in reducing further offending.

3. Contribute to the development of structures and procedures to facilitate an increased level of integration and co-ordination between agencies providing services to clients by:

- Adhering to protocols and procedures developed by Custodial and Community Corrections Services, within a cultural context.
- Providing advice on changes required to protocols and procedures of the project, to ensure cultural relevance.
- Providing feedback as appropriate on issues and resource requirements for Aboriginal offenders as they emerge.

4. Contribute to the collection of timely and accurate data to enable evaluation, and the preparation and presentation of comprehensive reports by:

- Maintaining and developing client records and accurate data on the delivery and effectiveness of programs.
- Maintaining quality documentation of program attendance.

8. QUALIFICATIONS

- Desirable: Tertiary qualifications in Adult Education, Social Work, Human Services or Anthropology to a standard approved by the Chief Executive.

9. PERSON CRITERIA

9.1 Essential Criteria

- Proven ability to develop and maintain a high level of credibility in the SA Aboriginal community.
- Experience in undertaking therapeutic interventions with Aboriginal offenders
- Strong understanding of and alignment to Aboriginal culture.
- Demonstrated ability to think flexibly, innovatively and creatively in the delivery of educational, training and therapeutic programs.
- Demonstrated ability to manage work load efficiently and effectively through effective program management.
- Demonstrated ability to work as part of a multi-disciplinary team and maintain sound working relationships with a variety of individuals in a broad range of organisations.
- Demonstrated high level skills in working effectively with groups and individuals to meet program objectives.
- Ability to use personal computers and software packages including Microsoft Office software.

9.2 Desirable Criteria

- Experience in working with clients with psychiatric, personality and behavioural disorders.
- Knowledge of current practices and methodologies of rehabilitation approaches.
- Experience in the education and training of Aboriginal adults in an institutional environment.
- Ability to converse in the languages used by SA Aboriginal Communities.