



POSITION DESCRIPTION – PD029

Adult Through Care Officer – Male Clients, Domestic Violence/Family Violence Prevention

*Full Time, Fixed Term – Male Candidates only**

A. CONTEXT, PURPOSE OF THE ROLE AND OPPORTUNITY

About us

The Aboriginal and Torres Strait Islander Legal Service (Qld) Limited (ATSILS) is a not-for-profit, community-based organisation that delivers innovative, professional, criminal, civil and family law services and early intervention projects to Aboriginal and Torres Strait Islander clients throughout Queensland. Established in 1972, ATSILS has grown to 24 offices with around 300 staff strategically located across Queensland. We also operate specialist Through Care, Community Legal Education, Law Reform and Coronial Enquiries programmes to supplement our primary legal services across many of our regions.

Our Vision is to lead in the delivery of innovative and professional legal services.

Our Mission is to deliver quality legal assistance services, community legal education, and early intervention and prevention initiatives which uphold and advance the legal and human rights of Aboriginal and Strait Islander people.

Purpose of the role

1. Reduce recidivism and incarceration rates by supporting Aboriginal and Torres Strait Islander **male prisoners** (both pre and post release) and their families through the delivery of intensive, high-quality case management (“Through Care”) services;
2. Focus on a discrete number of targeted male prisoners who are considered to be of a high-risk of reoffending for **domestic and family violence offences** – working collaboratively where appropriate (and possible) with correctional facility staff and other stakeholders.

Opportunity

You will have an opportunity to provide specialist services to Through Care clients and their families, and in many contexts, their communities. You can rely on the State-wide resources of the Chief Executive Officer and the Principal Legal Officer, with professional supervision supports from the Manager Through Care Program. Work collaboratively with specialist advocates, Aboriginal and Torres Strait Islander Court Support Officers, and Community Legal Educators, Mental Health specialists, and Advocacy Officers.

You will be designated to a defined geographic area in Queensland and will have the opportunity to work closely with selected clients, their families, clinicians, and other support networks.

As a Social Worker, or other Caseworker in the Justice System, you will also have opportunity to provide direct intensive case management support to ATSILS’ clients and prisoners. A corporate services team based in Brisbane provide administrative support.

B. REPORTING STRUCTURE

Duties are performed under the guidance and direction of the Chief Executive Officer (CEO) and the Principal Legal Officer (PLO). Local reporting is either to the Regional Manager (also a Legal Practitioner) or for Wacol office staff, the Manager Through Care Program. Supervision and guidance is provided by the Manager Through Care Program (MTCP).

C. SELECTION CRITERIA

ESSENTIAL CRITERIA (8)

1. **Values:** alignment to the values and vision of ATSILS and an appreciation of and sensitivity to the challenges our clients have faced, and continue to face, in their fight for and their right to justice and equity. Have a practical focus on a constructed pathway to reduced/cessation of offending behaviour; and a clear understanding of the issues Aboriginal and Torres Strait Islander peoples face when incarcerated.
2. **Qualifications:** a degree in Social Work, Behavioural Sciences from a recognised tertiary institution (or a minimum five (5) years' demonstrated experience work with equivalent competencies relating to the case management of clients in the Criminal Justice System). Qualifications, research, or current studies related to casework with family violence or criminal recidivism with males are also highly desirable.
3. **Professional services ability:** demonstrated ability to provide culturally safe case management and support services to Aboriginal and/or Torres Strait Islander men in incarceration; a proven ability to liaise with families, communities, the correctional/detention facility personnel, and others is required.
4. **Professional conduct expertise:** demonstrated ability to maintain client confidentiality and illustrate an awareness of the issues relating to confidentiality and privacy within relevant Aboriginal and/or Torres Strait Islander communities and the work environment(s).
5. **Strong written communication:** demonstrated skills and abilities in the preparation of clear, concise written communication including the ability to analyse and extract relevant information for preparing formal reports, case studies, referrals, and other relevant documentation.
6. **Systemic knowledge:** professional familiarity (or the ability to rapidly acquire a comprehensive knowledge) of the Criminal Justice System including Court processes, Corrective and Family Services, services and practices and the relevant legislation.
7. **Identification and mobility:**
 - as a **male**: ATSILS claims exemption under the *Queensland Anti-Discrimination Act, (1991) Section 25*, as a genuine occupational requirement in identifying this role for male candidates only.
 - **Queensland Driver Licence** and ability to drive in all reasonable conditions.
8. **Satisfactory safety and security clearances:**
 - a willingness to undergo a **Criminal Record Check to achieve a National Police Certificate** (Australia-wide Disclosable Criminal History).
Candidates may be required to disclose conduct (criminal convictions, prosecution investigations etc.,) that may result in access to the above facilities being denied. To this end, a preferred candidate must be prepared to consent to a **Criminal History Check** being conducted (if requested). **Note:** A criminal history does not automatically preclude selection for interview, and a preliminary check can be discussed with the Human Resources Manager after a candidate has been shortlisted for interview.
 - holder or (or immediate ability to hold), the **Queensland Blue Card** (Working with Children check).
 - entry to Queensland Correctional and Mental Health/Hospital facilities and/or Police Watch-houses is a core duty. **Government vaccination standards** are required.

DESIRABLE CRITERIA (4)

1. Current Windows computer literacy including ability to use legal database software.
2. Mediation Certification issued by a registered mediation accreditation body.
3. Experience in the conduct of complaints involving clients and prison system personnel.
4. Experience in the provision of intensive case management services with exemplary results.

Please apply at <http://www.atsils.org.au/job-vacancies>, writing up to 150 words for each criterion.

D. CORE DUTIES

1. **Case Management:** Provide culturally safe, intensive case management services to targeted male clients in correctional centres using a range of techniques while observing *ATSILS Case Management Standards*. These include assessment or criminogenic transitional and reintegration needs and opportunities, crisis intervention, family support, consultation, counselling, conflict resolution, negotiation, liaison, community, stakeholder and correctional/detention employee networking and referrals.
2. **Volume and location of clients:** Facilitate the case management of clients via regular visits to correctional facilities for male people. It is envisaged that between **10 and 20 clients** will be case managed per year by you – both pre and post release – for up to two years' duration per client.
3. **Engagement towards successful transition:** Meet and engage with prisoners, their families, communities, correctional/detention staff, and other relevant individuals/organisations in order to assess the specific needs of clients. Transition must occur with appropriate case management plans in place that support clients to address their offending behaviour and are aimed at facilitating their successful transition back into the community (with a specific focus upon reducing the likelihood of reoffending).
4. **Sentence management:** Assist and advocate for clients in relation to sentence management concerns whilst incarcerated, as linked to case management needs (or otherwise, simply confined to minor assistance).
5. **Supervised Release Orders:** Mentor clients in meeting their post-release Supervised Release Order conditions.
6. **Network co-ordination:** Engage in a multi-disciplinary approach by interacting and consulting with key services in relation to rehabilitative programs and healing; peer support; health and mental health services; housing; educational and work opportunities; Centrelink; and other pre and post release needs agencies.
7. **Production of professional documents:** Create and maintain individual case files for clients and participate in regular file reviews. This includes preparing prisoner profiles and family assessments. Complete complex reports and assessments to a high standard within rigid time frames in order to meet urgent deadlines. Compile accurate data and other case management and outcomes-related reports as directed by the PLO.
8. **Improvements to access:** Assist case-managed clients in accessing restorative justice, therapeutic “head health” and reintegration programs; provide feedback and education about such programs; encourage the inception and development of safe, community-based healing and other relevant initiatives as required.
9. **Program development:** Assist in identifying the broader trends and issues that affect prisoners and liaise with other relevant agencies in order to improve Through Care services.
10. **Other assistance:** Provide advice and minor assistances to prisoners (including referrals).
11. **Any other duties** as might reasonably be directed by the PLO.

E. TEAM, COMMUNICATION AND QUALITY IMPROVEMENT DUTIES

1. **Undertake study, clinical supervision, debriefing, and/or training** which might be determined by the CEO and contribute to the professional development of other team-members as required.
2. **Take part in workplace health and safety** compliance; support other team members to do the same and ensure compliance to outreach and community safety and security procedures.
3. **Contribute to a supportive team environment**, through various workplace activities. Capacity to work in various environments, including from home without daily supervision.
4. **Participate in annual appraisal of own work** and attend and document regular supervision sessions with the staff to whom you report.

F. CORE COMPETENCIES

Your performance will be evaluated on the following facets:

- ✿ Capacity to make effective intake decisions; co-ordination of case plans for targeted clients is demonstrated by the outcomes; this includes accurate and timely data reporting protocols;
- ✿ Achievement of optimal relationship building and timely reporting that contributes to improved recidivism statistics of the prisoners in your allocated caseload (over a three (3) year cycle);
- ✿ Communication is relevant, articulate and culturally safe including developing an ability to present effectively (in writing and orally) to external stakeholders. This includes an ability to build rapport with individual clients and communities of relevance;
- ✿ Development of supportive, consistent relationships with your team members while embracing diversity;
- ✿ Extent to which you effectively juggle competing schedules, inside and outside the office environment reflecting your strong organisational skill including professional use of ATSILS' vehicle and other systems;
- ✿ Illustration of client confidentiality and privacy in communities and the work environment;
- ✿ Ability to calmly assist clients with complex needs in a timely manner is reflected in a well-balanced, stress-managed working environment; and
- ✿ Ability to match individual case-managed client needs to available resources.

G. ATSILS Qld CONTRACT AND LOCATION

- ✿ This position falls under the umbrella of the Social, Community, Home Care and Disability Services Industry Award with a remuneration package and conditions as per the ATSILS Contract. The starting gross salary range with qualifications and experience is from \$82,000 (plus superannuation and leave loading) dependent upon experience and legal qualifications, and location.
- ✿ Fixed Term Employment Contract to 30 June 2025, is funded.
- ✿ As a Public Benevolent Institution, our staff may opt to salary sacrifice a portion of their pre-tax salary up to a threshold set by legislation, reducing their taxable income in a given year.
- ✿ At ATSILS we offer structured professional development in conjunction with performance management, and study leave for approved work-related courses after a qualifying period.
- ✿ ATSILS adheres to the tenets of Equal Opportunity Employment.

Location: ATSILS offices where this role is offered: **Murgon, Townsville, and Brisbane** with additional Through Care staff in Cairns, Mount Isa, Rockhampton, and Strathpine.

Our values at ATSILS:

- ✿ We **Care** for the human and legal rights, safety and psychological well-being of our staff, clients, and communities.
- ✿ We **Share** a common understanding of our clients' challenges and needs and strive to deliver quality and accessible legal services.
- ✿ We **Respect** the cultural diversity, values and beliefs of our clients and maintain their confidentiality in the delivery of legal services.

For further information please contact:

Human Resources Manager

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