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| Position description |
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| Position title: | Disability Justice Coordinator |
| Branch/Division/Team: | Community Operations and Practice Leadership | Statewide Disability & Housing Operations Group | Forensic Disability Services  |
| Work location: | Various plus hybrid working arrangements |
| Classification: | AH-2.2 - 2.3 / DDSO-3A |
| Salary Range: | AH-2.2/2.3: $73,842 - $89,661 (plus superannuation)DDSO-3A: $89,791 - $97,179 (plus superannuation) |
| Position reports to | Team Leader, Disability Justice Coordination |

# Role purpose

The Disability Justice Coordinator supports people who have a disability and are involved in the criminal justice system. They assess and coordinate forensic disability supports for clients based on their needs, risks and goals and advocate for any other support they require through other universal service systems.

## Department of Families, Fairness and Housing

The Department of Families, Fairness and Housing has a dedicated focus on the community wellbeing and the social recovery of Victoria.  The Department is working to deliver important work started before the pandemic, while building on opportunities it has presented to lead bold and innovative reform. We work to create equal opportunities for all Victorians to live safe, respected and valued lives. We lead policies and services dedicated to community wellbeing by empowering communities to build a fairer and safer Victoria. The Department includes Child Protection, Prevention of Family Violence, Family Safety Victoria, Homes Victoria, Housing and Disability and Seniors and Carers. The Department is also responsible for the key portfolios of Multicultural Affairs, LGBTIQA+ communities, Equality, Veterans and of offices of Women and Youth, enhancing the alignment with policy areas and portfolios focusing on the recovery and growth of our diverse communities. The Department also supports Victorian Disability Workers Commission and Respect Victoria. We are building an inclusive workplace that embraces diversity and difference. All jobs can be worked flexibly, and we actively encourage job applications from Aboriginal and Torres Strait Islander people, people living with disability, LGBTIQA+, veterans and people from varied cultural backgrounds.

## Forensic Disability Services

Forensic Disability Services within the Department of Families, Fairness and Housing operates under the *Disability Act 2006* and supports people with cognitive disability involved in the criminal justice system, who require specialist support and adapted intervention to address criminogenic needs.

The program operates alongside the broader justice and disability service system and other mainstream services, to address disability specific factors contributing to a person’s risk of offending.

The primary objective of forensic disability services is:

* enhance community safety by reducing the risk of reoffending among clients.
* foster clients’ independent living and enable them to achieve personal goals by improving their adaptive functioning skills and quality of life.

The services that make up the Forensic Disability Program are:

* Forensic Disability Statewide Access Services
* Disability Justice Coordination
* Forensic Residential Services
* Forensic Disability Clinical Services
* Youth Forensic Disability Clinical Services

**Disability Justice Coordination**

The Disability Justice Team provides coordination of supports and services to people with a disability who are involved in the criminal justice system. This includes:

* The development of court requested plans and reports under the *Sentencing Act 1991*, *Children Youth and Families Act 2005* and the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997.*
* Assisting people with a disability to meet the conditions of their orders, via linking them to appropriate treatment and support services.
* Tasks associated with the supervision of custodial and non-custodial supervision orders under the Crimes (Mental Impairment and Unfitness to be Tried) Act.
* Implementing bail and parole order conditions.
* Partaking in collaborative pre-release planning for adult and young offenders leaving custody.

**Key accountabilities**

**Operating at the AH 2.2 – AH 2.3 / DDSO 3A, you will:**

1. Coordinate support and services for clients involved in the justice system according to the allocation by the team leader by providing a comprehensive approach to decreasing the likelihood of the client reoffending.

This coordination role includes complex and advanced assessments, implementing and reviewing justice based plans and reports, as well as goal-setting, monitoring progress, and referrals.

1. Operate as required by legislation and departmental standards and exercise the appropriate authorities and legal delegations pursuant to relevant legislation and other specific delegations and functions. This includes the implementation review of justice related plans, programs and services and ensure an appropriate standard of care, supervision, safety and support is provided.
2. On behalf of the department, attend hearings at the Magistrates’, Children’s, County and Supreme Courts as well as the Victorian Civil and Administrative Tribunal.
3. Prepare reports, briefs and correspondence on individual clients for senior management when requested and maintain prescribed registers, reporting systems and client records ensuring the need to adhere to matters of confidentiality and diversity within a sensitive environment.
4. Provide advice and opinion to professionals in other disciplines and agencies on individual clients and participate in client conferences with other professionals, including the National Disability Insurance Agency, Disability Case Management Teams, Corrections Victoria, Youth Justice, Victorian Courts, policy and mental health services and a range of external agencies and service providers.
5. In partnership with service providers, provide information to clients, their families and carers on procedures, practices, guidelines and legislation. Provide advice and consultation on justice based plans and reports regarding client safety and wellbeing and the role of the department in providing this support.
6. Provide administrative support for meetings.
7. Maintain prescribed registers, data bases, reporting systems and client records ensuring the need to adhere to matters of confidentiality and diversity within a sensitive environment.
8. Participate actively in professional development opportunities.
9. Contribute to team planning, work process improvements and day-to-day administration.
10. Be professionally accountable for autonomous decisions that impact on clients and staff, made within bounds of department policy and with management support.
11. Keep accurate and complete records of your work activities in accordance with legislative requirements and the department's records, information security and privacy policies and requirements.
12. Take reasonable care for your own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the department's occupational health and safety (OHS) policies and procedures.
13. Demonstrate how the actions and outcomes of this role and work unit impact clients and the department’s ability to deliver, or facilitate the delivery of, effective support and services.

## Selection criteria

### Knowledge and skills

1. Stakeholder management: takes concrete steps to add value for the stakeholder; links people with other areas (as appropriate), monitors client and stakeholder satisfaction; constructively deals with stakeholder issues.
2. Influence and negotiation: adapts the content, style, message or tone of a presentation to suit the audience and plans how to tackle objections; sells own ideas by linking them to others’ values, needs and goals; negotiates and implements a well-planned course of action to achieve a specific impact.
3. Problem solving: seeks all relevant information for problem solving; investigates and probes for the facts; liaises with stakeholders; analyses issues from different perspectives and draws sound inferences from information available; identifies and proposes workable solutions to problems.
4. Self-management: plans and prioritises work to ensure outcomes are achieved; resists the temptation to react immediately without taking time to think things through; uses strengths to contribute constructively and consciously manages the impact of own weaknesses; anticipates own reactions to situations and prepares accordingly.

### Personal qualities

1. Client focus: listens to clients; actively seeks to meet client needs; seeks ways to improve services; committed to delivering high quality outcomes for clients.
2. Empathy and cultural awareness: pays attention to words, expressions and body language; paraphrases messages to check understanding; shapes responses to individuals, based on a range of information they have noted; communicates well with, relates to and sees issues from the perspective of people from a diverse range of cultures and backgrounds.
3. Initiative and accountability: proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.
4. Teamwork: cooperates and works well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict within the group.

### Qualifications (Mandatory)

**AH 2.2 – AH 2.3**

* A Bachelor of Social Work, Advanced Diploma of Community Sector Management, Bachelor of Behavioural Science, Bachelor of Criminology, Bachelor of Criminal Justice, Bachelor of Education (Special Education), Bachelor of Health Sciences, Bachelor of Mental Health Nursing, Bachelor of Psychiatric Nursing, Bachelor of Occupational Therapy, Bachelor of Psychology (or other Degree with a Major in Psychology), Bachelor of Speech Pathology, Specialist Certificate of Criminology (Forensic Disability), Specialist Certificate in Criminology (Sex Offender Management) or other equivalent qualification appropriate to Public Welfare practice is required.

**DDSO 3A**

* An Advanced Diploma Community Sector Management, Bachelor of Applied Science (Disability), registered or eligibility to be registered as a Mental Retardation Nurse, A Bachelor of Social Work, Advanced Diploma of Community Sector Management, Bachelor of Behavioural Science, Bachelor of Criminology, Bachelor of Criminal Justice, Bachelor of Education (Special Education), Bachelor of Health Sciences, Bachelor of Mental Health Nursing, Bachelor of Psychiatric Nursing, Bachelor of Occupational Therapy, Bachelor of Psychology (or other Degree with a Major in Psychology), Bachelor of Speech Pathology, Specialist Certificate of Criminology (Forensic Disability), Specialist Certificate in Criminology (Sex Offender Management) or other qualifications recognised within departmental guidelines as being equivalent.

### Specialist expertise

1. Demonstrate awareness of criminal proceedings and the role of Forensic Disability Services in supporting offenders with a cognitive disability and experience within the various Courts and Tribunal settings.
2. Demonstrate experience and a willingness to work with a variety of offenders, both in the community and in custody, who have committed a wide range of offences.
3. A thorough knowledge of the *Disability Act 2006*, modern trends in service provision to people with a disability and the implications for service delivery is expected.
4. Demonstrated awareness of the interface between the Disability Act and the:
* Sentencing Act
* Children, Youth and Families Act
* Crimes (Mental Impairment and Unfitness to be Tried) Act
* Serious Sex Offenders (Detention and Supervision) Act

1. Recognised experience and knowledge in the field of disability and ability to apply policies and processes to meet challenges of known or evolving disability support situations would be expected. This includes:
	* + 1. specialised and contemporary understanding of disability and an ability to apply this theoretical knowledge to client support
			2. knowledge of and skill with coaching and planning practices
			3. knowledge of complex conditions that impact on disability and the capacity to remain up-to-date with related developments.

# Values and behaviours

The Department of Families, Fairness and Housing employees are required to demonstrate commitment to:

**The public sector values and behaviours** – responsiveness, integrity, impartiality, accountability, respect, leadership and human rights.

**Recordkeeping** – The department is committed to good record keeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

**Diversity** – The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTQI+ community, and people from culturally diverse backgrounds.

# Important information

The salary range for this position is set out in Schedule C of the *Victorian Public Service Enterprise Agreement* 2020. For further information refer to [Department of Treasury and Finance](https://www.dtf.vic.gov.au/home) <https://www.dtf.vic.gov.au/home>).

Department policy stipules that salary upon commencement is paid at the base of the salary range for the relevant grade. An executive delegate must approve any above base requests. These will be by exception only or where required to match the current salary of a Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of three calendar years from the date of separation.

Individuals who have received an Early Retirement Package (ERP) from a Victoria Public Service department/agency are ineligible for re-employment for a minimum of 12 months from the date of separation.

The department is a key emergency management partner and contributes significantly to Victoria’s emergency management arrangements. As part of a whole-of-government agreement, employees may be required to undertake training in emergency management and support functions during an emergency and may be redeployed to facilitate this need.

The department provides and maintains a safe working environment that does not risk the health of its employees.

# Pre-employment checks

All appointments require reference checks, national criminal records checks and pre-employment misconduct screening. Some positions also require a Working with Children Check and screening through the Disability Worker Screening List.

Applicants who have lived overseas in one country for 12 months or longer in the last ten years must provide an international police check from the relevant overseas police agency. Applicants can obtain a check through an organisation providing international police checks via an internet search.

Pre-employment checks may include checking whether an applicant’s name is on the Disability Worker Screening List. This incorporates:

* the Disability Worker Exclusion List which includes names of persons unsuitable for employment as a disability support worker in a disability residential service provided, funded or registered by the Department of Families, Fairness and Housing.
* the National Disability Insurance Scheme Quality and Safeguards Commission which has compliance and enforcement actions, including banning orders
* the Victorian Disability Worker Commission prohibition orders.

# COVID-19 Vaccination

The department strongly recommends (but does not mandate) that employees maintain their COVID-19 vaccination status in accordance with current [**ATAGI (Australian Technical Advisory Group on Immunisation) advice**](https://urldefense.com/v3/__https%3A/dffhinternalcomms.cmail20.com/t/y-l-pykfdk-idikkrlhur-y/__;!!C5rN6bSF!H6CXxDfLBvqg9rEgbXDpYWA3WTHZn2OnDJhKeq0kxH-ACrRChd8KszaSeb1LyWwAcRzC24ygBFEglV9-MxD2nlA3BC5C4uEEwWgG6qpjPw$), given their individual circumstances. As of June 2023, DFFH does not require evidence of COVID-19 vaccination status.

# Further information

For enquiries regarding the position please phone the contact on the position description. If you experience difficulties in applying online, please contact Workforce Services via email at COPLWorkforceServices@dffh.vic.gov.au

DFFH values the contribution of all employees and fair and equitable treatment of all people is integral to all activities. As such, the DFFH offers reasonable adjustments for applicants with disabilities on request at aboriginaldiversityinclusion@dffh.vic.gov.au

For further information visit [‘About the Department’ on Department of Families, Fairness and Housing’](https://www.dffh.vic.gov.au/about) <www.dffh.vic.gov.au/about>.

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| To receive this document in another format , email <COPLWorkforceServices@dffh.vic.gov.au> Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Families, Fairness and Housing, September 2023 In this document, ‘Aboriginal’ refers to both Aboriginal and Torres Strait Islander people. ‘Indigenous’ or ‘Koori/Koorie’ is retained when part of the title of a report, program or quotation. |