

|  |
| --- |
| Position description |
|  |
|  |

|  |  |
| --- | --- |
| Position title: | Psycho Educational Trainers |
| Branch/Division/Team: | Community Operations and Practice Leadership | Statewide Disability & Housing Operations Group | Forensic Disability Services |
| Work location: | Multiple locations:  145 Smith Street, Fitzroy, Victoria 3065  100 Yarra Bend Road, Fairfield, Victoria 3078 |
| Classification: | DDSO2A |
| Salary: | $64,991 - $87,662 (plus superannuation) |
| Position reports to | Senior Clinician, Disability Forensic Clinical Services |

# Role purpose

Psycho Educational Trainers provide psycho-educational programs and behavior support to people with cognitive disabilities involved or at risk of involvement with the criminal justice system and their support systems. Programs include individual and group-based interventions.

Psycho Educational Trainers are also required to prepare progress reports and program evaluations on their clients for key stakeholders of the organisation and includes the need the work collaboratively within a multidisciplinary team environment across residential, custodial, family and community-based settings. This role operates within a complex and dynamic environment across a range of settings and requires the capacity to understand the complexities of the service delivery environment and the concerns of stakeholders and the broader community.

## 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

## Forensic Disability Clinical Services

Forensic Disability Clinical Services offers behaviour assessment, treatment and consultation services to people with a cognitive disability at risk of reoffending. Treatment consists of cognitive behavioural individual and group treatment programs in two areas:

* Offence specific treatment: sexual violence, physical violence and maintaining change
* Offence related treatment: exploring change; communication; managing anger differently; problem solving and emotion regulation.

Clinical Services also deliver a forensic disability mental health service which provides psychiatric consultation to people with a cognitive disability and history of offending. The service also operates a youth service which provides consultation, behavioural, cognitive behavioural and systemic interventions to young people and their families.

# Key accountabilities

**Operating at DDSO-2A level, you will:**

1. Facilitate individual and group offence related treatment and skills based programs for clients in conjunction with other professionals.
2. Liaise with other staff and external service providers regarding the needs of clients and the provision of appropriate services.
3. Provide consultation services to those who support people who are involved or at risk of being involved in the justice system.
4. Under supervision, prepare and conduct individual psycho educational training sessions for clients including interventions to assist clients with self-esteem, anger management, mood regulation, and communication skills.
5. Contribute to the development and implementation of individual treatment and behavioural management plans for clients of the service.
6. Conduct assessments for clients, including pre and post measures related to treatment directed at clients.
7. Provide behaviour support to clients in the community and in residential settings.
8. Provide timely progress reports on individual clients, group participants and general group outcomes to key agencies such as the Office of the Senior Practitioner, the Victorian Civil and Administrative Tribunal, and Corrections Victoria.
9. Attend multidisciplinary team meetings to contribute to the evaluation of client progress in treatment including providing and entering client data on a range of databases.
10. Assist with the supervision of the activities of students.
11. Provide administrative support for meetings.
12. 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.
13. 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.
14. As required, attend hearings at the Magistrates’, Children’s, County and Supreme Courts as well as the Victorian Civil and Administrative Tribunal.
15. Participate actively in professional development opportunities.
16. Contribute to team planning, work process improvements and day-to-day administration.
17. Be professionally accountable for autonomous decisions that impact on clients and staff, made within bounds of department policy and with management support.
18. 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.
19. 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.
20. 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. Verbal Communication: clearly explains information and listens to feedback; speaks clearly and concisely and keeps people interested when speaking; uses polite and considerate manner when dealing with others.
2. Planning and Organising: regularly plans and tracks progress on work tasks; taken an organised, methodical approach to work; addresses priority tasks first.
3. Stakeholder management: responds to client’s needs; keeps client or stakeholder up-to-date with issues and developments; promptly follows through on inquiries, requests and complaints; takes responsibility for correcting problems promptly and without becoming defensive.
4. Self-management: accepts responsibilities for own actions; focuses on the most important goals; has a realistic and balanced view of own strengths and weaknesses; recognises own feelings and personal prejudices and understands why they occur.

### Personal qualities

1. Flexibility: Adaptable and able to accept changed priorities without undue discomfort. Open to new ideas and able to recognise the merits of different options and act accordingly.
2. Resilience: Persevere to achieve goals even in the face of challenge and complexity, cope effectively with disappointments and setbacks, remain calm and in control under pressure, able to consider constructive feedback in a rational manner without becoming defensive or blaming.
3. Relationship Building: Able to establish and maintain relationships with people at all levels, promote harmony and consensus through diplomatic handling of disagreements, and forge useful partnerships with people across service areas, functions and organisations. Through consistent actions, values and communication you minimise surprises and build trust in the people that you work with.
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

* Possession of an Advanced Diploma in Community Services (Disability Work), Bachelor of Applied Science (Intellectual Disability) or other relevant tertiary qualifications recognised within Departmental guidelines as being equivalent.
* Current Level 2 First Aid Certificate.

### Specialist expertise

* Knowledge of the Victorian Criminal Justice System and the Disability Act 2006 in particular as pertaining to restrictive practice and compulsory treatment. An understanding of the broader legislative context and experience in working within a legislative framework.
* Demonstrated knowledge of and experience in basic counselling skills, behaviour modification approaches, cognitive behavioural approaches, relapse prevention strategies and experience in the facilitation of groups.

# 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:/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](mailto: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](mailto: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>.

|  |
| --- |
| To receive this document in another format , email <[COPLWorkforceServices@dffh.vic.gov.au](mailto: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. |