

**ABORIGINAL LEGAL SERVICE OF WESTERN AUSTRALIA (INC.)  
DUTY STATEMENT AND SELECTION CRITERIA**

<b>SECTION 1 - POSITION IDENTIFICATION</b>		<b>EFFECTIVE DATE OF DOCUMENT</b> 3/12/2019	
<b>DIVISION:</b> LEGAL		<b>CLASSIFICATION</b> Grade 3-5 (1.0 FTE)	<b>POSITION NO.:</b> BSS – 2008
<b>DEPARTMENT:</b> BAIL SUPPORT SERVICE		<b>TITLE:</b> <b>BAIL SUPPORT WORKER – S50D – Male</b>	
<b>LOCATION:</b> BROOME		<b>SALARIES AGREEMENT</b> ALSWA EBA 2018	

**SECTION 2 - POSITION RELATIONSHIPS**

<b>RESPONSIBLE TO</b>	<b>TITLE:</b> DIRECTOR LEGAL SERVICES  <b>CLASSIFICATION:</b> Class 2 (1.0 FTE)	
<b>RESPONSIBLE TO</b>	<b>TITLE: MANAGING LAWYER - BROOME</b>  <b>CLASSIFICATION:</b> G6 – G8 (1.0 FTE)	<b>TITLE: MANAGER POLICY &amp; PROGRAMS</b>  <b>CLASSIFICATION</b>
<b>THIS POSITION</b>	<b>TITLE:</b> <b>BAIL SUPPORT WORKER</b>  <b>CLASSIFICATION:</b> Grade 3-5 (1.0 FTE)	

<b>Positions under direct supervision:</b>	<b>Other positions under control</b>
<b>Title:</b>  <b>Classification</b>  Nil	<b>Category</b> <b>Number</b> <b>FTE</b>

**SECTION 3 - KEY RESPONSIBILITIES**

Aboriginal Legal Service of WA Limited (ALSWA) is funded by the Department of Justice to provide a Bail Support Service, which provides two bail support workers to work with adult accused persons appearing in the Broome Magistrates Court and Derby Magistrates Court. This program is linked to the Bail Support Service and Prison In-Reach Legal Service, which provides two Lawyers and four support workers to work with adult accused persons appearing in the Central Law Courts. The objective of both programs is to reduce avoidable remand by providing earlier access to bail for suitable applicants through the provision of bail support and prison in-reach legal services and by supporting accused to comply with bail conditions and undertakings.

The main role of the Support Worker will be to provide support to accused persons to assist with the development of bail support plans, meeting bail conditions, by providing practical support and assistance, including but not limited to transport assistance, reminders and linking with existing community programs.

SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT
		3/12/2019
TITLE: BAIL SUPPORT WORKER	CLASSIFICATION Grade 3-5 (1.0 FTE)	POSITION NO.: BSS – 2008
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	Freq. %
1.0	<b>PROFESSIONAL</b>	70
1.1	<ul style="list-style-type: none"> <li>Provide holistic support and case management to ALSWA clients appearing in the Broome Magistrates Court and Derby Magistrates Court who are eligible for the BSS</li> </ul>	
1.2	<ul style="list-style-type: none"> <li>Regular attendance at the Broome and Derby Magistrates Courts</li> </ul>	
1.3	<ul style="list-style-type: none"> <li>Regular attendance at local prisons</li> </ul>	
1.4	<ul style="list-style-type: none"> <li>Conducting home visits to clients</li> </ul>	
1.5	<ul style="list-style-type: none"> <li>Providing practical assistance to clients to attend court and comply with bail conditions including transport, reminders and referrals to appropriate support programs and services in the community</li> </ul>	
1.6	<ul style="list-style-type: none"> <li>Work as part of a team with other support workers and lawyers to provide earlier access to bail and assist clients to comply with bail requirements.</li> </ul>	
1.7	<ul style="list-style-type: none"> <li>Immediately advise the Team Leader, the Manager Policy and Programs or the Director of Legal Services of any potential conflict of interest.</li> </ul>	
1.8	<ul style="list-style-type: none"> <li>Work as part of a team with other bail support workers, the Prison In-reach lawyers and existing lawyers and court officers at ALSWA to provide earlier access to bail and assist clients to comply with bail requirements.</li> </ul>	
1.9	<ul style="list-style-type: none"> <li>Identify clients who are unable to meet bail conditions or be released on bail as early as possible and work towards the earliest possible resolution of the case</li> </ul>	
1.10	<ul style="list-style-type: none"> <li>Attend team meetings as required.</li> </ul>	
2.0	<b>LIAISON WITH KEY STAKEHOLDERS</b>	20
2.1	<ul style="list-style-type: none"> <li>Liaise with Department of Justice staff, WA Police, family and other agencies as required to explore bail options (and/or access to diversionary options) for the accused person with a view to minimising unnecessary remands in custody</li> </ul>	
2.2	<ul style="list-style-type: none"> <li>Ensure that other relevant ALSWA legal staff are advised of charges, court dates, bail status and other relevant legal issues.</li> </ul>	10
3.0	<b>ADMINISTRATIVE</b>	
3.1	<ul style="list-style-type: none"> <li>Ensure all aspects of file management and data entry are undertaken in accordance with professional standards and in line with the reporting requirements under the Grant Agreement between ALSWA and the WA Department of Justice.</li> </ul>	
4.0	<b>OTHER</b>	
4.1	<ul style="list-style-type: none"> <li>Perform duties in accordance with the Grant Agreement between ALSWA and the WA Department of Justice.</li> </ul>	
4.2	<ul style="list-style-type: none"> <li>Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability Legislation.</li> </ul>	
4.3	<ul style="list-style-type: none"> <li>Perform duties in accordance with ALSWA Policies and Procedures.</li> </ul>	
4.4	<ul style="list-style-type: none"> <li>Perform other duties as directed.</li> </ul>	
FREQUENCY: D – Daily: W - Weekly: F - Fortnightly: R - Regularly: O - Occasionally: A - Annually		

<b>SECTION 5 - SELECTION CRITERIA</b>		<b>EFFECTIVE DATE OF DOCUMENT</b>
		3/12/2019
<b>TITLE:</b> <b>BAIL SUPPORT WORKER</b>	<b>CLASSIFICATION</b> Grade 3-5 (1.0 FTE)	<b>POSITION NO.:</b> BSS – 2008

## **ESSENTIAL**

1. High level organisational and time management skills with the ability to work under pressure
2. Ability to work with Aboriginal clients and employees with an appropriate level of cultural understanding, empathy and sensitivity.
3. Knowledge of organisations within the community that can assist with meeting the objectives of the Bail Support Service to clients.
4. Demonstrated ability to work both independently and as part of a team comprising legal and non-legal staff with a willingness to learn and share knowledge with others
5. Highly developed communication skills (interpersonal, written and verbal) with experience in conflict resolution
6. Ability to confidently use workplace technology
7. Ability to work in a sensitive manner with clients
8. Ability to participate in individual performance reviews

## **DESIRABLE**

1. Sound understanding of the Aboriginal community and the issues affecting them.
2. Knowledge of and commitment to Occupational Safety and Health, Equal Opportunity and Disability legislation and how these impact on employment, people management and service delivery.
3. Qualifications in Social Work or similar fields and/or three years' experience working in community support services is desirable.

**SECTION 6 - APPOINTMENT FACTORS****LOCATION:**  
PERTH**ACCOMMODATION**  
N/A**PREREQUISITES SPECIFIC TO THIS POSITION**

- Ability to obtain a satisfactory police clearance and hold a Working with Children Check card
- Willingness to apply for and obtain the applicable Department of Justice clearance
- Current WA drivers licence
- Must not be the subject of any unresolved complaint or related proceeding before any professional disciplinary authority.
- Applicants for this position are required to disclose any criminal history, excluding spent convictions, at the time of interview.
- Committed to the principles of social justice.
- An ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

**SPECIAL CONDITIONS/ALLOWANCES:**

N/A

**SECTION 7 - CERTIFICATION**

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**SIGNATURE:** \_\_\_\_\_  
DLS/DELEGATED AUTHORITY**SIGNATURE:** \_\_\_\_\_  
CEO / DELEGATED AUTHORITY**DATE:** \_\_\_\_\_**DATE:** \_\_\_\_\_

- (ii) As occupant of the position I have noted the statement of duties, responsibilities that are requirements as detailed in this document.

\_\_\_\_\_  
**Signed & Acknowledged**\_\_\_\_\_  
**Dated**

CREATED/AMENDED	AUTHORISED HR MANAGER	APPROVED	DATE REGISTERED
03/12/2019	KYLEE CLUNE		