

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

SECTION 1 - POSITION IDENTIFICATION		EFFECTIVE DATE OF DOCUMENT 3/12/2019	
DIVISION: LEGAL		CLASSIFICATION Grade 3-5 (1.0 FTE)	POSITION NO.: BSS – 2006
DEPARTMENT: BAIL SUPPORT SERVICE		TITLE: BAIL SUPPORT WORKER – S50D – Male	
LOCATION: PERTH		SALARIES AGREEMENT ALSWA EBA 2018	

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO	TITLE: DIRECTOR LEGAL SERVICES CLASSIFICATION: Class 2 (1.0 FTE)	
RESPONSIBLE TO	TITLE: TEAM LEADER CLASSIFICATION: G6 – G8 (1.0 FTE)	TITLE: MANAGER POLICY & PROGRAMS CLASSIFICATION
THIS POSITION	TITLE: BAIL SUPPORT WORKER CLASSIFICATION: Grade 3-5 (1.0 FTE)	

Positions under direct supervision:	Other positions under control
Title: Classification Nil	Category Number FTE

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 four bail support workers to work with adult accused persons appearing in the Central Law Courts and remanded to metropolitan prisons. This program is closely linked to the Prison In-Reach Legal Service, which provides two Lawyers 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 – 2006
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	Freq. %
1.0	PROFESSIONAL	70
1.1	<ul style="list-style-type: none"> Provide holistic support and case management to ALSWA clients appearing the Central Law Courts who are eligible for the BSS 	
1.2	<ul style="list-style-type: none"> Develop bail support plans for eligible clients 	
1.3	<ul style="list-style-type: none"> Regular attendance at the Central Law Courts 	
1.4	<ul style="list-style-type: none"> Regular attendance at metropolitan prisons 	
1.5	<ul style="list-style-type: none"> Conducting home visits to clients 	
1.6	<ul style="list-style-type: none"> 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 	
1.7	<ul style="list-style-type: none"> 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. 	
1.8	<ul style="list-style-type: none"> Immediately advise the Team Leader, the Manager Policy and Programs or the Director of Legal Services of any potential conflict of interest. 	
1.9	<ul style="list-style-type: none"> 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. 	
1.10	<ul style="list-style-type: none"> 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 	
1.11	<ul style="list-style-type: none"> Attend team meetings as required. 	
2.0	LIAISON WITH KEY STAKEHOLDERS	20
2.1	<ul style="list-style-type: none"> 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 	
2.2	<ul style="list-style-type: none"> Ensure that other relevant ALSWA legal staff are advised of charges, court dates, bail status and other relevant legal issues. 	10
3.0	ADMINISTRATIVE	
3.1	<ul style="list-style-type: none"> 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. 	
4.0	OTHER	
4.1	<ul style="list-style-type: none"> Perform duties in accordance with the Grant Agreement between ALSWA and the WA Department of Justice. 	
4.2	<ul style="list-style-type: none"> Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability Legislation. 	
4.3	<ul style="list-style-type: none"> Perform duties in accordance with ALSWA Policies and Procedures. 	
4.4	<ul style="list-style-type: none"> Perform other duties as directed. 	
FREQUENCY: D – Daily: W - Weekly: F - Fortnightly: R - Regularly: O - Occasionally: A - Annually		

SECTION 5 - SELECTION CRITERIA		EFFECTIVE DATE OF DOCUMENT
		3/12/2019
TITLE: BAIL SUPPORT WORKER	CLASSIFICATION Grade 3-5 (1.0 FTE)	POSITION NO.: BSS – 2006

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		