

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

SECTION 1 - POSITION IDENTIFICATION		EFFECTIVE DATE OF DOCUMENT 23/11/2020
DIVISION: LEGAL	CLASSIFICATION Grade 3-4 (1.0 FTE)	POSITION NO.: Broome YEP
DEPARTMENT: YOUTH ENGAGEMENT PROGRAM BROOME	TITLE: DIVERSION OFFICER (S.50D)	
LOCATION: BROOME	SALARIES AGREEMENT ALSWA EBA 2018	

SECTION 2 - POSITION RELATIONSHIPS

RESPONSIBLE TO	TITLE: DIRECTOR LEGAL SERVICES CLASSIFICATION: Class 2 (1.0 FTE)
RESPONSIBLE TO	TITLE: MANAGING LAWYER, BROOME CLASSIFICATION: Grade 6-8 (1.0 FTE)
THIS POSITION	TITLE: DIVERSION OFFICER (S.50D) CLASSIFICATION: Grade 3-4 (1.0 FTE)
	TITLE: MANAGER POLICY & PROGRAMS CLASSIFICATION

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

SECTION 3 - KEY RESPONSIBILITIES

Aboriginal Legal Service of WA Limited (ALSWA) is funded by the Department of Justice to provide a Youth Engagement Program in the West Kimberley (YEP-K). YEP-K will expand upon the metropolitan Youth Engagement Program (YEP-M) which has been operating in Perth since May 2016. The program funding is part of the State Government's Kimberley Juvenile Justice Strategy.

YEP-K will employ two Aboriginal diversion officers who will be located in the Broome ALSWA office and they will provide support for eligible ALSWA clients appearing in the Broome and Derby Children's Court. YEP-K will provide culturally competent, holistic, individualised and flexible support to young people to assist them to comply with the requirements of their bail and other court orders. More broadly, the program will aim to reduce offending and improve young people's wellbeing and future prospects.

The Diversion Officers will provide support to eligible clients through case management, mentoring, court support, advocacy, referrals to external programs and services, and practical assistance. This includes support to young people to re-engage in education and participate in therapeutic programs. Diversion officers will also be required to work collaboratively with Youth Justice and other local agencies.

SECTION 4 - STATEMENT OF DUTIES		EFFECTIVE DATE OF DOCUMENT 23/11/2020
TITLE: DIVERSION OFFICER (S.50D)	CLASSIFICATION Grade 3-4 (1.0 FTE)	POSITION NO.: Broome YEP
BRIEF SUMMARY OF DUTIES TO BE PERFORMED IN DESCENDING ORDER OF IMPORTANCE		
Duty No.	Details	Freq. %
1.0	PROFESSIONAL	
1.1	Provide holistic individualised support and case management to ALSWA clients appearing in the Broome and Derby Children's Courts who are eligible for the YEP-K.	70
1.2	Develop support plans for eligible clients.	
1.3	Attend Broome and Derby Children's Courts as directed.	
1.4	Conduct video or skype interviews with young people detained in Banksia Hill Detention Centre and liaise with YEP-M staff to request in person visits for YEP-K clients.	
1.5	Conduct home visits to clients.	
1.6	Provide practical assistance to clients to attend court and comply with bail conditions/court orders including transport and reminders.	
1.7	Refer clients to appropriate support programs and services in the community.	
1.8	Work as part of a team with other diversion officers, support workers, lawyers and court officers.	
1.9	Immediately advise the Managing Lawyer (Broome), the Manager Policy and Programs or the Director of Legal Services of any potential conflict of interest.	
1.10	Attend team meetings as required including joint meetings with YEP-M.	
1.11	Attend fortnightly case management meetings with Youth Justice for mutual clients	
2.0	LIAISON WITH KEY STAKEHOLDERS	
2.1	Liaise with Department of Justice staff, WA Police, family and other agencies as required	
2.2	Ensure that other relevant ALSWA legal staff are advised of charges, court dates, bail status and other relevant legal issues.	20
3.0	ADMINISTRATIVE	
3.1	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.	05
4.0	OTHER	
4.1	Perform duties in accordance with the Grant Agreement between ALSWA and the WA Department of Justice.	05
4.2	Perform duties in accordance with relevant Occupational Safety and Health, Equal Opportunity and Disability Legislation.	
4.3	Perform duties in accordance with ALSWA Policies and Procedures.	
4.4	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 23/11/2020
TITLE: DIVERSION OFFICER (S.50D)	CLASSIFICATION Grade 3-4 (1.0 FTE)	POSITION NO.: Broome YEP

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 Youth Engagement Program.
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, in particular Aboriginal young people from the Kimberley area.
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:
BROOME

ACCOMMODATION
N/A

PREREQUISITES SPECIFIC TO THIS POSITION

- Ability to obtain a satisfactory police clearance and hold a Working with Children Check card
- Ability 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
23/11/2020	KYLIE CLUNE		