

A Professional Career in Northern Territory Correctional Services

Recruitment Handbook 2009

Have a Life *and* a Career

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What would it be like in Correctional Services?

If you have an interest in social justice or criminal justice system issues, then joining the Department of Justice at this time could be a rich experience in terms of professional development and job satisfaction. Northern Territory Correctional Services in particular is in an exciting period of growth and development with a focus on community based work that addresses cycles of violence through work with offenders.

The Community Corrections section is responsible for supervising those on probation and parole, home detention, and community work orders. Probation and Parole Officers also attend urban and 'bush circuit' courts to provide assessments, reports or advice which may be requested in relation to offenders or programs of the service.

'Strengthening Community Corrections' is a key initiative of the Department of Justice which aims to help break the cycle of reoffending within the Northern Territory.

To do this the Department has introduced a comprehensive package aimed at strengthening the Community Corrections division including:

- Extra officers in Community Corrections
- Improved assessment of offenders
- Increased supervision of offenders
- Increased training and improved qualifications for staff
- More concentration on breaking the reoffending cycle.

The Intensive Case Management initiative sits alongside other new developments in Correctional Services. The Agency has also been funded to deliver on a range of initiatives under "Closing the Gap"- the Northern Territory's Indigenous Generational Plan. The Plan aims to improve the socio-economic wellbeing of Indigenous Territorians and includes the Government's response to the "Little Children are Sacred Report", the inquiry into Indigenous Child Sex Abuse in the Northern Territory conducted in 2006. For more information regarding both of these reports go to www.action.nt.gov.au. Nearly \$30 million has been allocated to the Department of Justice to implement the recommendations.

The additional funding resulting from the Plan will be used, in part, to expand areas directly related to Community Corrections work including the Indigenous Family Violence Offender Program, staffing in remote and regional areas and interventions targeting sexual offending.

In total, this makes it an exciting time to join the Department of Justice. Your skills and a genuine desire to make a difference, can impact not only on the lives of individuals, but entire communities.

What does an Intensive Case Manager do?

As part of this comprehensive initiative, professionally qualified 'Intensive Case Managers' have been engaged in each major regional office to provide an additional level of service targeting the offenders at highest risk of causing significant harm. The majority of work involves violent offending, and there is also a focus on sexual offending.

Intensive Case Managers provide specialist input and take a lead role regarding:

- risk assessments;
- developing offender management plans;
- identifying appropriate interventions; and
- developing reports for court and the Parole Board.

They provide critical support to the Probation and Parole Officers to address factors regarding offending behaviour. Often there is joint work in terms of gathering the relevant information and interviewing offenders, their families and community members - in the office and in community.

How can I develop as a professional?

A new position of Director Clinical Services has been created to provide support and leadership specifically regarding clinical activity across NT Correctional Services. This is part of a commitment to develop a through-care model from prison to community as well as to use, and develop, evidence-based interventions.

The Intensive Case Management team is lead by the Manager of Clinical Services. The Manager Clinical Services provides clinical supervision and professional support to individuals and to the team. Intensive Case Managers are located in Alice Springs, Katherine and Darwin. Each Intensive Case Manager is also a member of a Community Corrections team based in each regional office and receives support from the local Office Manager.

Accredited training is provided to enable Intensive Case Managers to undertake specialist assessments (e.g. STATIC, STABLE, ACUTE), provide offender management that addresses specific offending (e.g. sexual offending), and work in a culturally appropriate manner (e.g. cross-cultural awareness, Indigenous mental health).

The successful candidate will be encouraged and professionally supported to bring knowledge and skills from varied fields to bear on this critical and satisfying area of work. A capacity and enthusiasm for cross-cultural work or work with Indigenous clients will be an advantage.

Conditions of service

The salary range for a level two professional is \$64,175 to \$77,803.

The Department of Justice offers generous employment conditions including six weeks annual leave, and employees with recognised dependents are eligible for the NT Allowance of \$960 per year. The successful candidate may negotiate for relocation expenses.

A Life *and* a Career

If you have been thinking about having a life *and* a career, then consider using your experiences in both to contribute to these important community justice initiatives.

To find out more about life in the Territory visit www.theterritory.com.au

To find out more about the Department of Justice visit www.nt.gov.au/justice and access the Strategic Plan at <http://www.nt.gov.au/justice/corpstrat/documents/Strategic%20Plan.pdf>

The following pages contain summary information about the position, details of relevant contact people within the Department and how to apply for the jobs.

JOB DESCRIPTION

Job Title: Intensive Case Manager
Designation: Professional 2
Work Unit: Northern Territory Community Corrections
Position Number: 25754 (Darwin)
Responsible to: Manager Clinical Services

Primary Objective

Develop, deliver and support intensive offender management strategies for community based high risk offenders. Work with Probation and Parole Officers to ensure the compliance and integrity of community justice initiatives and community safety. Provide specialist advice on effectively managing high risk offenders.

Key Responsibilities

1. Assess the criminogenic risk and needs of community based high risk offenders.
2. Develop appropriate offender management and intervention plans for identified high risk offenders.
3. Provide specialist offender management to high risk community based offenders and ensure the delivery of appropriate interventions.
4. Provide specialist consultation and support to Probation and Parole Officers in monitoring and supervising community based high risk offenders.
5. Work as part of a team with other Intensive Case Managers to provide effective case management across the Northern Territory and provide collegial support.
6. Participate in professional development activities and clinical supervision.
7. Consult and liaise with other agencies in the community and interstate to ensure effective offender management.

Selection Criteria

Essential

1. Relevant tertiary qualifications in the health, human services or behavioural sciences and eligibility for professional registration or membership of a professional association.
2. Experience in the provision of professional services to individuals and/or groups, including assessment, case planning and provision of intervention services.
3. Knowledge of the relevant criminogenic risks and needs for high risk offenders.
4. Demonstrated ability to communicate clearly and sensitively to clients from a diverse range of cultural backgrounds, in particular working with and communicating with Indigenous clients and communities.
5. Demonstrated consultation and networking skills with relevant stakeholders.
6. Demonstrated high level written communication skills and ability to write professional reports.
7. Demonstrated ability to work independently as well as collaboratively within a multidisciplinary team setting.
8. An ability to undertake travel in remote areas and an NT driver's licence is required.

Desirable

1. Relevant postgraduate qualifications.
2. Experience working within a Corrections environment.

Further Information

No significant criminal history is required as confirmed by a police fingerprint and name check.

Please contact Justine Mickle for information about the position and the operating environment.
Phone (08) 8935 7472, email justine.mickle@nt.gov.au or visit www.nt.gov.au/justice

HOW TO APPLY

To access the full job description for any of the job vacancies call 1300 659 247 and quote the relevant vacancy number, or go to Job Vacancies at www.nt.gov.au and enter the relevant vacancy number.

Vacancies are open to any person. Selection is based on merit. For permanent positions applicants must be an Australian citizen or have permanent residency status.

Selection Criteria	All position descriptions contain Essential and Desirable Selection Criteria that must be met in order to be considered for a vacancy. You should address each selection criteria individually , providing details on your suitability for the position. Stating that you can satisfy the criteria is not enough; you must provide examples of your experience and knowledge for each criterion.
Applications	<p>Your application should include the following details:</p> <ul style="list-style-type: none"> • position number as per the Job Description; • contact address and telephone number(s); • If you are a Northern Territory Public Sector (NTPS) employee include your nominal designation and the agency where you are currently located. <p>Your application should include your resume, providing details of your working history outlining positions held and your major responsibilities and achievements. You should note any relevant qualifications and provide contact details for any referees.</p>
Where to send applications	<p>Please post your resume and application addressing the selection criteria to:</p> <p style="text-align: center;">Recruitment Officer - Department of Justice Department of Corporate and Information Services GPO Box 2391 DARWIN NT 0801</p> <p>or fax: (08) 8999 1073</p> <p>or email: recruitment@nt.gov.au (submission of electronic applications is encouraged) Please ensure any electronic applications are in a format compatible with Microsoft Word 97, Works or Adobe Acrobat.</p>
Closing Date	3 April 2009
Quote Position No	Please quote position number as per Job Description.

PROFESSION: SUMMARY OF IMPORTANT CONDITIONS OF SERVICE

Salary	Payable fortnightly, on Thursday, by electronic transfer to bank/credit union/building society account.
Northern Territory Allowance	Employees with recognised dependents are eligible for NT Allowance of \$960 per annum.
Taxation	Zone A taxation concession is applicable.
Working Hours	36.45 hours per week.
Superannuation	Employee has the flexibility to elect any complying superannuation fund. Employer contributions will be paid at the superannuation guarantee rate (9%).
Recreation Leave	30 days (6 weeks) per annum, which may be accessed on a pro rata basis. Leave loading of 17.5% of salary is payable up to a pre-determined maximum of \$1,097 for 2009.
Personal/Carers Leave	Permanent employees: <ul style="list-style-type: none"> • 3 weeks full pay per annum from date of appointment. • All personal/carers leave is cumulative.
Study Leave	Paid study leave of up to 8 hours per week is available for attendance at an approved course of study. Compulsory course fees may be reimbursed.
Long Service Leave	3 months long service leave after 10 years service.
Maternity Leave	Paid maternity leave for 14 weeks, plus a further 8.5 months unpaid leave after a qualifying period of 1 year.
Workers Compensation	Full coverage of paid compensation leave and reimbursement of medical expenses for an injury attributable to employment.