



POSITION DESCRIPTION

Position title:	Youth Prevention & Diversion Support Officer
Status:	Full time
Location:	Circular Head
Classification level:	Level 3
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Reporting to:	Program Manager
Date Approved:	2025

Position Objective

The importance of Aboriginal community and cultural inclusiveness is to be in the forefront of decision making by strengthening the emotional wellbeing of Aboriginal and Torres Strait Islander youth wherever possible by providing counselling, healing activities and/or other social and emotional wellbeing supports.

The incumbent must ensure the CHAC values, vision and mission is imbedded throughout their work.

This role is will support strong, healthy and resilient individuals, families and communities which in turn may enhance pathways to education and employment and reduce substance abuse, violence and contacts with the criminal justice system.

The program aims to provide drug education, assessment and treatment via brief interventions to individuals diverted by the Tasmania Police under this initiative. Instead of going to court for minor offences the police can at their discretion divert through this program to avoid criminal records.

Level of Responsibility

The incumbents are responsible to ensure the Intervention program is running proficiently in accordance with KPI's, and within financial constraints, while presenting a professional internal and public image.

Court support for the youth maybe required by the incumbent including transport, liaison with police and magistrates, assisting with Community Corrections, counselling and referrals, assistance with child protection, mentoring medication, employment issues, bush camps and self-esteem building ventures.

A high level of confidentiality and integrity is required.

The incumbent is expected to work under general direction in the application of procedures, methods and guidelines. When solving problems of limited difficulty, they are to use knowledge, judgement and work organisational skills acquired through qualifications and/or previous work experience. They are to exercise initiative to decision making and problem solving, using previously established work practices and procedures as a guide.

Supervision

The incumbent at this level works under general guidance from the Program Manager **within defined work practices and procedures** and is able to manage and plan their own work and the day to day activities with the team members working in this area.

Roles and Responsibilities

In accordance with the Funding agreement statistics, as far as practicable, engage and consult with Aboriginal and Torres Straight communities to ensure activities are developed, implemented, and managed in a culturally appropriate manner in line with community needs, aspirations and goals:

- Assist with the rehabilitation and successful reintegration of Indigenous youth and young people, 12-24 years of age, at risk and young detainees released into the community to reduce their risk of offending or incarceration;
- Provide case management, mentoring and referrals to other service providers for youth (aged 12-24) at risk of offending or entering the criminal justice system;
- Provide aid as needed within the Circular Head area including outreach to Devonport, Burnie and Wynyard. Outreach can also be provided to youth in detention to support incarcerated youth as required:
- Identify and assess potential clients on their suitability for case management;
- Develop, deliver and implement individual case management plans for clients to ensure best possible practice;
- Identify and provide referral pathways and effective support to access them as need in accordance with case management plans;
- Identify and address diverse transitional needs including rehabilitation, accommodation, employment, training, health, life skills, reconnection to family and community, and social connectedness;
- Monitor and maintain records detailing client progress from the commencement of case management until cease of service to the client;
- Provide minimum data sets to the Agency every six months to report on the progress of current and former clients;
- Provide counselling, healing methods and social, emotional and wellbeing (SEWB) support to clients particularly in the area of grief, loss, trauma, identity and social connection. This may involve working with others such as CHAC's culture co-ordinator;
- Work with other services to support a client's journey to ensure integrated and seamless transitions through various parts of the health care system;
- Establish and maintain, through service level agreements, MOUs or other means as appropriate, robust linkages and referral processes with others including but not limited to Tasmanian Police, the Supreme and Magistrate courts including Family and Criminal courts, Tasmanian Aboriginal Legal Service, Tasmanian Government Department of Justice, Centrelink, Psychologists, psychiatrists, Children's Safety Services, General Practitioners and Counsellors, Mission Australia and Legal Aid Commission;
- Keep records of all referrals made or received.

Other Responsibilities

- Demonstrate and promote CHAC's vision and mission within the organisation and to external community as occasion arises;
- Comply with CHAC's policies and guidelines;
- Be abreast of Workplace Health & Safety requirements under the Act and keep own health & safety safeguards and monitor play group activities to remain safe and compliant;
- Maintain an active awareness of risk management issues and practices concerning the workplace and within the role that could cause concern, embarrassment or liability to CHAC;
- Ensure you understand and display the requirements of the Privacy and Confidentiality policy and Privacy Act 1988 and subsequent amendments;
- Actively participate in continuous improvement through change initiatives and identification of improvements in the delivery of the program;
- Collaborate with others to achieve common goals for CHAC;
- Any other duties as required by the Program Manager within your competency.

Performance Targets and Indicators

Performance targets and indicators are included in a performance appraisal, which will be reviewed and amended as required. Key performance indicators match the PD and the Grant Funding.

Selection Criteria - Qualifications, Skills and Experience

- Understand Aboriginal societies and culture and the issues affecting these people in contemporary Australian society and the diversity of circumstances of Indigenous people;
- Display a high standard of ethics and attitude of discretion to inspire trust and confidence and have a mature pleasant disposition;
- Be motivated and have ability to co-operate with other staff in a team environment along with building and maintaining co-operative relationships;
- Ability to work co-operatively with other professionals in related agencies;
- Experience working with the target audience, reliable and task-orientated;
- High level of verbal and written communication skills along with proficiency in the application of computer packages;
- Demonstrate a sound understanding of WH&S Act 2012 and take reasonable care for your own health and safety and ensure that an act or omission that you do does not adversely affect the health and safety of other persons;
- Hold a Diploma in a related qualification; or have an equivalent level of expertise and experience to undertake the range of activities required including identifying further studies when required to competently undertake role;
- Proven time management skills are important along with the ability to work independently and in a team environment;
- COVID-19 vaccinations, a current unrestricted Drivers Licence and Police and Working with Vulnerable People clearances will be required.

Acceptance

The Employee

Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, CHAC's Confidentiality Policy, Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my employment monitored and evaluated in relation to my performance in the role as detailed throughout this document.

I further acknowledge that my duties may be varied from time to time.

Name: Signature:

Position: Date: