



Juvenile Justice
Attorney General & Justice

Youth Officer Information Package

The role of Juvenile Justice NSW

Juvenile Justice supervises and cares for young offenders in the community and in detention centres.

There are seven juvenile justice centres in NSW. All custodial facilities provide an extensive range of educational, recreational, vocational, specialised counselling and personal development programs. Juvenile Justice provides individual case management to detainees to plan for their positive reintegration into their communities.

Our vision

A community in which young offenders participate without re-offending.

Considerations when applying

When applying for the position of Youth Officer with Juvenile Justice, candidates must do so online via www.jobs.nsw.gov.au

Please follow all instructions and check your application carefully before submitting it.

NOTE! Candidates **MUST** hold a **full unrestricted drivers licence** at the time of application. A provisional licence is not acceptable.

Referees

Candidates are required to provide the names, telephone numbers and email address of two referees. At least one of these must be a recent work supervisor. Juvenile Justice will contact them to find out more about your skills and experience.

When we contact nominated referees it will be because we wish to find out a more information about you and perhaps progress your application to the next stage. Please **inform** your referees about the selection criteria and position description so that they can answer questions in relation to your suitability for the position.

Resume

You must ensure you complete the online application process in full including your responses to the selection criteria. Your resume is not a substitute for this.

Only include your resume if it is clear, concise and up to date.

Selection Criteria

You must address the advertised selection criteria with your application. If not, your application may not be accepted.

These are statements showing how you meet the advertised selection criteria. For each one, describe your skills, knowledge and experience and show how they could be used in the job by providing current, relevant examples.

Overseas qualifications

Candidates with overseas qualifications are responsible for and must provide a statement that shows the Australian equivalent of your qualification.

This information can be obtained from:

- Australian Education International National Office of Overseas Skills Recognition (AEI NOOSR); phone 1300 363 079, or;
- Department of Immigration and Citizenship www.immi.gov.au/asri

Overseas qualifications and/or certificates must be copied and certified by a Justice of the Peace (JP). Do not send original qualifications/certificates as they may be damaged through the mail. Please only send certified copies. Juvenile Justice will not assume responsibility for original documents. Original documents will not be returned to candidates.

Centre locations

Metropolitan:

- Cobham Juvenile Justice Centre – St Marys (Western Sydney)
- Juniperina Juvenile Justice Centre – Lidcombe (Inner West Sydney)
- Reiby Juvenile Justice Centre – Airds, Campbelltown (South West Sydney)

- Frank Baxter Juvenile Justice Centre – Kariong (Central Coast)
- Court Logistics, Classification and Intelligence (includes: all metropolitan Juvenile Justice Centres and Glebe, Parramatta and Campbelltown Courts)

Regional:

- Orana Juvenile Justice Centre – Dubbo (Western NSW)
- Riverina Juvenile Justice Centre – Wagga Wagga (South West NSW)
- Acmena Juvenile Justice Centre – Grafton (Northern NSW)

Parking:

Free staff parking is available at every location and a number of locations are convenient to public transport. Some children's court locations do not provide staff parking for Court Logistics, Classification and Intelligence based Youth Officers.

Hours of work

Eight hours is a standard shift for all Youth Officers. All centres operate 24 hours per day, 365 days per year.

Three shifts operate every 24 hours:

- 7am – 3pm, 3pm – 11pm and 11pm – 7am; or,
- 6am - 2pm, 2pm – 10pm and 10pm - 6am (depending on centre/location)

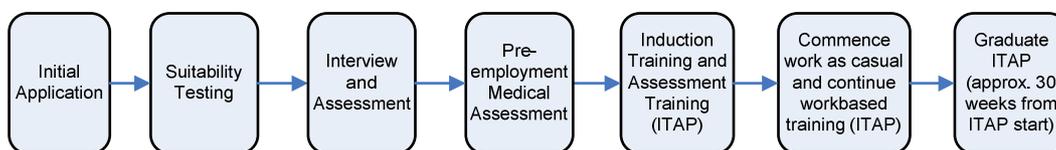
Court Logistics, Classification and Intelligence based Youth Officers:

- 8am – 4:30pm (Monday to Friday)

Other Court Logistics, Classification and Intelligence based Youth Officers work varied starting times depending on the court location.

Recruitment process

Juvenile Justice recruits new casual youth officers when operationally required throughout the year. You must apply via www.jobs.nsw.gov.au expressing interest in the role.



Your application is processed via www.jobs.nsw.gov.au, if you successfully pass the initial application stage you will be progressed to suitability testing.

If you successfully pass suitability testing you will be called to sit interviews with an assessment panel and a psychologist.

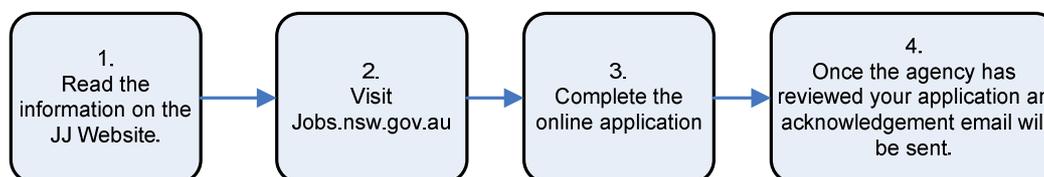
If you successfully pass the interview stage you will undertake a pre-employment Medical Assessment.

If you successfully pass the medical you will be offered the opportunity to commence training.

You will then work as a **casual** youth officer whilst completing ongoing work based training as part of the Induction Training and Assessment Process (ITAP).

Note! All candidates for this position **MUST** obtain a Working With Children Check (at their own cost) and provide a copy of the Working With Children Check clearance letter at the interview stage. For more information please see the Employment Screening / Criminal Records Checks section on page 6.

Initial Application



- Visit www.jobs.nsw.gov.au and complete the online application process. Incomplete applications will not be accepted.
- You will receive an automatic acknowledgement from www.jobs.nsw.gov.au when your application is submitted.

- Once the agency has reviewed your application you will be contacted via email inviting you to attend suitability testing. You will be advised of the date, time and location and what you need to bring.
- If you are not progressed to the next stage you will be notified via the www.jobs.nsw.gov.au system

If you are unsuccessful you will be notified in writing via email.

Suitability testing

- If you progress you will be invited to participate in a written suitability test held at a local venue (in regional areas) or at Yasmar Training Facility located in Haberfield.
- Juvenile Justice does not pay you for your time or travel whilst completing suitability testing.
- Suitability testing may be conducted on any day, including weekends and/or after 5pm weekdays as required.
- You will participate in a general ability assessment and a psychological profiling exercise. The psychological profiling exercise is an evaluation process used to ensure Juvenile Justice selects candidates who are most suited to the role of Youth Officer.
- If your aptitude (general ability) and psychological profile does not meet Juvenile Justice requirements you will be advised in writing and your application will no longer be considered.
- If this is the case, you can re-apply in 12 months.

If you are unsuccessful you will be notified in writing via email.

Interview and Assessment

If you progress to the interview and assessment stage you will:

- be interviewed by an independent psychologist; and
- be assessed by two agency representatives.

Reference checks will also be conducted at this stage.

If you are unsuccessful you will be notified in writing via email.

Employment Screening / Criminal Records Checks

- A range of employment screening checks will be undertaken for all progressed candidates.

Working With Children Check

- The Working With Children Check is a prerequisite for paid and unpaid child-related work. It involves a national criminal history check and review of reported workplace misconduct. This is a formal process of checks to help determine your suitability to work with children or have unsupervised access to children or client records in your work.
- Under Part 2, section 6 of the *Child Protection (Working With Children) Act 2012*, child-related work is defined as work in a specific, child-related role or face-to-face contact with children or access to client records in a child-related sector.
- The position of Youth Officer is child-related employment; therefore you must provide a copy of your Working With Children Check clearance letter to Juvenile Justice for verification, when you are invited to interview.
- For more information about the Working With Children Check or to apply please visit <http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check>

Note! If you are a barred person and therefore prohibited from working with children in NSW, it is an offence to apply for this position.

National Criminal History Check

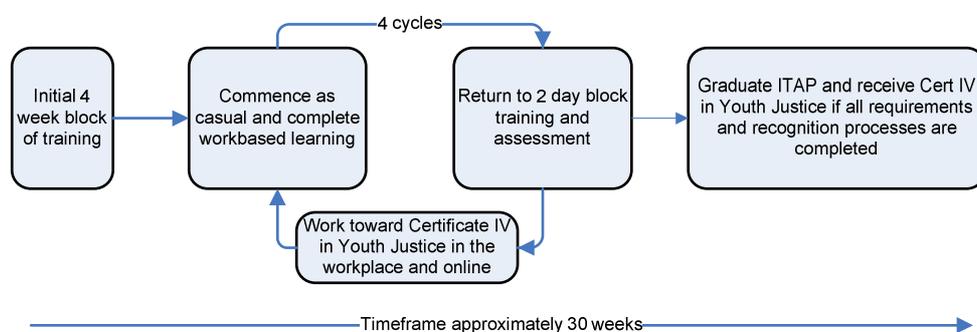
- The NSW Government requires that a criminal record check be carried out on recommended candidates for positions. If a criminal records check is to be done, you will be asked to complete a consent form and provide 100 points of identification.
- If you have a criminal history, a risk assessment will be conducted to determine suitability. You will either progress or be deemed unsuccessful based on this assessment.

Note! If you have identified you have a criminal record either in your written application or at interview, and are progressed to the final stages of the selection process, this is not to be construed as Juvenile Justice having accepted this record. If you are found to have a criminal record, either by your own admission, or through Juvenile Justice's extensive criminal record screening, you will be subject to a risk assessment. Consideration of your application will be based on the outcome of this (risk) assessment.

Pre-Employment Medical Assessments

- The pre-employment medical assessment is used to ensure Juvenile Justice selects candidates who meet the minimum fitness level required to undertake the duties of a youth officer.
- Juvenile Justice will pay for the pre-employment medical assessment, however, the agency does not pay you for your time or travel whilst completing the pre-employment medical.
- Pre-employment medicals may be conducted on any day, including weekends and/or after 5pm weekdays as required.

Induction Training and Assessment Program (ITAP)



- If you progress to the Induction Training and Assessment Program (ITAP) you will receive a **casual** letter of offer, including associated new starter forms.
- You must **sign and return** your letter of offer and new starter forms **prior** to commencement of the ITAP.
- You must **obtain** a Senior First Aid Certificate if you do not hold one prior to the end of the four week block ITAP.

During the training program you will be:

- required to **attend each day** of the ITAP program – failure to do this will result in you not progressing through the ITAP;
- continually assessed by learning & development officers and/or workplace assessors;
- required to complete and pass workplace compliance activities and assessment tasks (both written and practical);
- assessed on your workplace compliance, conduct, and performance in the workplace, as well as attendance, participation and behaviour each week; and

- supported by learning & development officers and other operational staff in meeting induction program training and assessments outcomes.

The ITAP is from Monday to Friday, 9am to 5pm. Observation and workplace learning days will run according to shift times and you will be expected to attend a minimum of two afternoon shifts during the induction period at your nominated centre.

The majority of course work and assessment activities are completed within training hours, however, there will be some work that you will need to complete in your own time.

Nationally qualified and experienced assessors will regularly assess your skills and knowledge throughout the ITAP. To complete the training, you must achieve competency in each assessment activity.

Note: you must complete the initial four week ITAP within 12 months of your Suitability Testing date. Deferrals may be considered on a case by case basis.

Commence as casual

- Once you have satisfactorily completed your initial 4 week ITAP block of training you will be able to start work as a casual youth officer.
- You will continue your learning in the workplace and will return to face to face training for 2 day blocks every 6 to 8 weeks.
- You will be required to continue to meet assessment requirements over the ITAP period both in the work place and during your return block training. If you fail to meet these requirements your employment will cease.
- You can choose to be placed on the Merit List for a permanent position or you can chose to be placed on the casual only list. If you choose the Merit List it will be expected that you make yourself available on an ongoing basis and accept shifts when they are offered to you. If you choose the casual only list, you may nominate particular times when you are available to work and will only be offered shifts during those times.
- You will be placed on a merit appointment list with other existing casuals for future permanent positions, depending on your nominated employment preference.
- Identified (Aboriginal/Torres Strait Islander) candidates will also be considered for identified positions where they are available.
- You will be ranked on the Merit List based on ongoing workplace assessments from your supervisors and managers.

Employment Conditions

Where you successfully complete the initial 4 week block of ITAP, and all clearances are met, you will be placed on a list of available casuals for Youth Officer shifts. As a casual you are employed under the Public Sector Employment and Management Act 2002.

You will be offered shifts to provide relief in Youth Officer positions that are vacant or where the permanent occupant is on leave or elsewhere temporarily. You may often be called at short notice and you should be prepared and available for shift work.

Each shift is a separate offer and instance of casual employment.

It is appropriate to draw your attention to the following matters

- Casual employment does not constitute an appointment to a “position” nor does it constitute permanent employment within the meaning of the Public Sector Employment and Management Act 2002.
- Section 39 of the Public Sector Employment and Management Act 2002 provides that your services may be dispensed with at any time.
- Circumstances for dispensing with services include misconduct, poor performance, reason/purpose for employment no longer necessary such as specified task or project completed, the position is no longer temporarily vacant, additional assistance is no longer required, or budget constraints including the termination of funding for the work.
- There is no guarantee of employment beyond this contract.

Submitting an application

- Visit www.jobs.nsw.gov.au and complete the online application process. Incomplete applications will not be accepted.
- Please refer to <http://www.jobs.nsw.gov.au/How-to-use-this-site/How-to-find-a-job.aspx> for advice on how to use the www.jobs.nsw.gov.au website and to apply online.

Note! You **MUST** hold a full unrestricted drivers licence. Provisional drivers licence holders need not apply.