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| --- | --- | --- | --- |
| Hourglass | **Role type:** PermanentFull-Time | Coins | **Salary:**  PO2/PO3 $68,327 - $99,066per annum plus 12.75% superannuation |
| City | **Location: Toowoomba** | Users | **Contact:** Lorna Deadman, Toowoomba Youth Justice Service Centre Ph: 4614 9200E: Lorna.deadman@cyjma.qld.gov.au |
| Document | **Smart Jobs reference: QLD/508926/23** | Daily calendar | **Closing date:** 27/08/2024 |
|  | **Mandatory requirements:*** Possession of or able to obtain a blue card administered by the Queensland Public Safety Business Agency
* Travel is a requirement of this position; therefore, it is a requirement that the applicant hold a current “C” Class Drivers licence.
* It is highly desirable that employees are vaccinated against COVID-19.

*NOTE-* *Employees unable to comply with any future mandatory vaccination policy requirements of the Department may be subject to disciplinary action.* |

# **Caseworker | PO2/PO3**

Caseworkers provide professional intervention to young offenders subject to youth justice intervention, with the aim of reducing re-offending.

**Reports to:** Team Leader **Direct reports:** 0 **Team size:**

**The division**

In Youth Justice you will have the opportunity to work together with people, partners and across places to enable young Queenslanders, especially the most vulnerable, to have positive life choices and opportunities.

You will help achieve this vision through developing and delivering initiatives, programs, and interventions to:

Increase community safety and reduce rates of youth offending

* Improve wellbeing of children and young people in and transitioning from youth justice
* Reduce the disproportionate representation of Aboriginal and Torres Strait Islander young people in the youth justice system.

**Key responsibilities**

The Caseworker key responsibilities are:

* Work effectively within a statutory environment to manage the dual roles of monitoring young offenders’ compliance with court orders and intervening to address issues that place them at risk of re-offending.
* Proactively work to reduce re-offending through the use of culturally appropriate, collaborative and evidence-based assessment and intervention skills, processes and programs including restorative justice activities.
* Work collaboratively as part of a team including a range of internal and external stakeholders, to achieve positive outcomes for victims, young offenders, their families and the community.
* Prepare and present verbal and written reports to the Children’s Court on behalf of the Chief Executive. Conduct pre and post court interviews, prepare quality pre-sentence reports, affidavits, and other relevant documentation to support best practice outcomes for young people in the justice system.
* Undertake record keeping and information management tasks to ensure accountability.
* Actively participate in a range of continuing professional development activities to continuously improve your ability to contribute to organisational goals, including training, supervision, and relevant accreditation.

**Delegations**

Caseworkers have a range of statutory delegations under the *Youth Justice Act 1992.*

**What we are looking for**

The Queensland Public Service Leadership competencies for Queensland (LCQ) applies to all role profiles within the department. This role profile is aligned to the Individual contributor profile of the LCQ and outlines the relevant competencies from the Individual contributor profile that are the basis of assessment of your suitability for the role.

To be successful in this role you will be required to demonstrate capability in the following areas:

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| --- | --- | --- |
| **Vision** | **Results** | **Accountability** |
| * **Leads change in complex environments:** Embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
* **Makes insightful decisions:** Makes considered, ethical and courageous decisions based on insight into the broader context.
 | * **Builds enduring relationships:** Builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
* **Drives accountability and outcomes:** Demonstrates accountability for the execution and quality of results through professionalism, persistence, and transparency.
 | * **Fosters healthy and inclusive workplaces:** Fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
* **Pursues continuous growth:** Pursues opportunities for growth through agile learning, and development of self-awareness.
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Role specific/technical skills

* You can recognise and articulate the interests of Aboriginal and Torres Strait Islander people, and have the capacity to consult and negotiate according to Aboriginal and Torres Strait Islander protocols in the community you work in. You know about and understand the historical and contemporary issues that impact on both cultures.
* Every staff member is expected to role model leadership behaviours. This role requires the leadership capabilities of an individual contributor as outlined in the [Leadership competencies for Queensland booklet.](https://www.forgov.qld.gov.au/working-in-the-public-service/leadership-and-learning-hub/build-capability/capability-frameworks-and-strategies/leadership-competencies-for-queensland)

**Role requirements**

Citizenship/visa: to be appointed to a position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia.

* A probationary period may apply to successful applicants to permanent roles who are external to the public service (unless advised otherwise), after which time confirmation of appointment will be dependent upon satisfactory performance review.
* Successful applicants will be subject to a criminal history check or blue card screening.
* Successful applicants who are either a current or previous public sector employee will be required to disclose previous serious disciplinary action taken against them.
* Newly appointed public service employees are obliged, within one month of starting duty, to make a disclosure of any employment as a lobbyist in the previous two years.
* Applications remain current for 12 months and may be considered for identical or similar vacancies (these may be at a different location).
* Applicants who have been paid a voluntary medical retirement, voluntary early retirement, redundancy or retrenchment payment from a Queensland Government entity are required to indicate this in their application.
* Disclosure of pre-exiting condition: upon written request, an applicant is to disclose prior to their engagement any pre-existing illness or injury that could impact their ability to perform duties of the role or has potential to aggravate a pre-existing illness or injury. It is important to note, that false or misleading disclosure under section 571C of the [*Workers’ Compensation and Rehabilitation Act 2003*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-2003-027#ch.14-pt.1-div.1) will result in a prospective employee not being entitled to compensation or to seek damages for any event that aggravates the pre-existing injury or medical condition.

**Covid-19 vaccinations**

* It is highly desirable that employees are vaccinated against COVID-19.

NOTE: Employees unable to comply with any future mandatory vaccination policy requirements of the Department may be subject to disciplinary action.

**Mandatory qualifications**

* One of the referees should be an Aboriginal and/or Torres Strait Islander person who can attest to the applicant’s background, knowledge, skills and experience as they relate to the cultural capabilities.
* Possession of a tertiary degree relevant to the role such as social work, behavioural science or social science, criminology, or other recognised degree [see the Other important information section below regarding other recognised degrees].
* Final year students are encouraged to apply for professional officer (PO) vacancies. The remuneration for students is at the PO1 level. Upon evidence of formal attainment of a relevant degree, progression to the PO2 level will be processed.

**For mandatory licenses**

* Drivers’ license: it is a mandatory requirement for the occupant of this position to hold an unrestricted manual driver’s licence or be prepared to obtain a manual licence if they do not. Officers are required to drive government vehicles as a part of their day-to-day work.

**Mandatory for positions requiring a Blue Card**

* Blue card: this role provides support services to children and young people and therefore will require a valid Blue Card with the organisation. Please refer to the Blue Card Services website (<http://www.bluecard.qld.gov.au/>) for further information.

**Other considerations**

* Where ‘eligibility for registration’ is shown as a mandatory condition of the role, successful applicants are required to obtain the relevant registration prior to commencing work and maintain registration for the duration of employment in the role.

**The Department**

The Department of Youth Justice, Employment, Small Business and Training’s vision is for safe and empowered communities, where skilled Queenslanders and vibrant small businesses grow Queensland’s economy.

Our purpose is to keep young people and their families safe while building Queensland’s future workforce through connecting all Queenslanders to learning opportunities, quality training, employment opportunities and by helping small businesses to start and thrive.

Youth Justice provides early intervention, statutory youth justice and detention services to ensure that young people are held accountable for their offending behaviour. We help support them to become responsible members of the community. More information about Youth Justice is available from [www.cyjma.qld.gov.au/youth-justice](http://www.cyjma.qld.gov.au/youth-justice).

The employment, small business and training portfolio is focused on increasing economic participation by providing the trusted advice and support that enables both sustainable small business opportunities and a skilled workforce now and into the future. You can find out more about what we do on our website [www.desbt.qld.gov.au](http://www.desbt.qld.gov.au)

By joining the Queensland public sector, you will contribute to better outcomes for Queenslanders by implementing the policies, priorities, services, or programs of the elected government.

 **What we can offer you**

* Work-life balance – with flexible working options
* Competitive salary
* Benefits including up to 12.75% superannuation
* Reasonable adjustment and support for people with a disability
* Generous leave entitlements
* Career progression opportunities
* The chance to make a difference to Queensland communities

We value diversity and cultural capability, and the department is an equal opportunity employer which supports a healthy working environment that is free from all forms of harassment, workplace bullying, discrimination, and violence. The department values and is committed to being a safe and inclusive workplace for all LGBTQ+ peoples.

The department is proud to be an accredited White Ribbon Workplace. Domestic and family violence has no place in our homes, communities or workplaces and we are committed to preventing violence and supporting employees affected by domestic and family violence.

All applicants are encouraged to advise the panel of any additional support or reasonable adjustments required throughout the recruitment process; this could include building access, interpreter services and so on. In doing so, we can ensure you have the best opportunity to demonstrate your ability to meet the inherent requirements of the role.

Your employment conditions are set out in the [*Public Sector Act 2022*](https://www.legislation.qld.gov.au/view/html/asmade/act-2022-034), [*Queensland Public Service Officers and Other Employees Award – State 2015*](https://www.qirc.qld.gov.au/sites/default/files/qld_public_service_010921.pdf?v=1630534710) *and the* [*Child Safety and Youth Justice Certified Agreement 2021 (the CSYJ Agreement)*](https://www.qirc.qld.gov.au/sites/default/files/2021_cb14.pdf?v=1622522841)

**Interested in applying?**

To enable us to assess your suitability, your applications should include:

1. **Tell us about your skills:**
* Your current **resume** detailing your previous work or voluntary experience including two referees who have a thorough knowledge of your conduct and performance over the past 2 years, or an appropriate period.
* We will use your resume to assess how well you meet ‘What are we looking for’ statements.
1. **Tell us about you:**
* Provide a **short statement** (of no more than two pages) telling us why you are interested in this role and outlining what your motivation is to join us.
* This should not be a restatement of your resume and does not require you to address the ‘What are we looking for’ statements. The short statement is your opportunity to tell us about yourself, what you will bring to the role and what you will get out of it.

See tips on [how to write a resume and cover letter](https://www.qld.gov.au/jobs/finding/pages/resume.html)

1. Applying online through the Smart jobs and careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/) is the preferred means to submit an application. To do this, access the 'apply online' facility on the Smart jobs and careers website. You will need to create a 'My SmartJob' account before submitting your online application.
2. By applying online you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
3. If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au/) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the role description.
4. If you do not have internet access and are unable to submit your application online please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.
5. Late applications cannot be submitted via the Smart jobs and careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange this.
6. Hand delivered applications will not be accepted.
7. **What happens after you apply?**
8. Pre-employment checks will be undertaken prior to any offer of employment. Checks may include:
* Referees
* Criminal history
* Proof of eligibility for appointment (for example, residency).
1. We encourage all applicants to read the **DYJESBT Application Information package** which outlines further information on the benefits and conditions of working in the department.