



# **Sessional Supervisor and Mentor Information Package**

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# What's in this information package?

In this position information package you will find:

- Information about Juvenile Justice
- What does casual employment mean?
- How to apply for a Sessional Supervisor or Mentor position?
- Recruitment Process

## More information

More information about Juvenile Justice is available from our web site [www.djj.nsw.gov.au](http://www.djj.nsw.gov.au)

If you have any inquires regarding the position you are applying for, please contact the nominated officer in the advertisement.

## Where to send your application

Do not submit your application bound or in any form of plastic cover or folder. Staple your application in the top left hand corner only.

Applications are accepted by mail:

Marked '**Confidential**' to:

**Sessional Supervisor/Mentor Recruitment**

Custodial Recruitment

Yasmar Training Facility, PO Box 368, Haberfield NSW 2045

or

as documents attached to an email sent to:

- [careers@djj.nsw.gov.au](mailto:careers@djj.nsw.gov.au)
- all emails must contain a subject header: "Sessional Supervisor" or "Mentor" depending on which position you are applying for.

# Information about Juvenile Justice

## Structure and Functions

This information has been prepared to provide a general understanding of Juvenile Justice in New South Wales.

The Minister responsible for Juvenile Justice is The Hon Graham West MP. He is also the local member for the State seat of Campbelltown, Minister for Volunteering, and Minister for Youth.

Juvenile Justice provides three main areas of service:

- Community services;
- Custodial services; and
- Youth Justice Conferencing.

Juvenile Justice was established as a separate and autonomous government body on 1 November 1991 and as a schedule 1 NSW Government Department on 10 September 1993.

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Juvenile Justice serves the community by providing quality services to young people who have committed criminal offences, to maximise their capacity and opportunity to choose positive alternatives to offending behaviour. These young people include those who are placed in a juvenile detention centre pending appearance at court and those sentenced by a court to community based supervision or to a period of custody in a juvenile detention centre.

The agencies annual report can be access via our website or by clicking on the following link:  
<http://www.djj.nsw.gov.au/publications.htm>

## **Our Vision**

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

## **Corporate Planning**

Juvenile Justice primary planning body is the Executive Committee chaired by the Chief Executive.

Juvenile Justice has developed a corporate plan for 2007 to 2011 which can be found at the following link [http://www.djj.nsw.gov.au/pdf\\_hm/publications/general/CorporatePlan2007-2011.pdf](http://www.djj.nsw.gov.au/pdf_hm/publications/general/CorporatePlan2007-2011.pdf). The plan details four key objectives for Juvenile Justice:

- Corporate Capacity
- Youth Justice Conferencing
- Community Based Services
- Custodial Services

## **Legislation**

The services of Juvenile Justice are governed by statute, of which the primary Acts are:

- *Children (Criminal Proceedings) Act, 1987;*
- *Children (Community Services Orders) Act, 1987;*
- *Children (Detention Centres) Act, 1987; and*
- *Young Offenders Act, 1997.*

In New South Wales the minimum age at which a child can legally be considered criminally responsible is ten years. Children up to the age of 18, who have been sentenced by the courts to a period of detention, are generally accommodated in Juvenile Justice Centres.

The courts also have available a number of options in determining the appropriate means to address the criminal offences of juveniles.

Where possible, a juvenile offender's criminal behaviour is dealt with by the courts through community based orders thus minimising disruption to family relationships, employment and education. Incarceration is generally used as a measure of last resort.

Community based options include court ordered supervision for juveniles on recognisance (good behaviour bond), probation, referrals to a Youth Justice Conference, community service orders and parole.

The NSW Government has established the Youth Justice Conferencing Scheme in accordance with the *Young Offenders Act, 1997*, to provide an alternative process to court proceedings for dealing with young people who commit certain offences.

## **The Functions of the Organisation**

The provision of Juvenile Justice services in NSW is clearly focused on diversionary and community based services. However, those juveniles who become repeat offenders or commit serious offences are required to be held in Juvenile Justice centres providing humane, developmental and abuse-free custodial environments.

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Safety of the community and safety of staff will always be a priority for Juvenile Justice in carrying out its work and decisions about offenders will be based on informed risk assessment and sound risk management.

Juvenile Justice services are grouped into regions managed by Regional Directors as follows:

- Northern
- Western
- Metropolitan

Juvenile Justice employs approximately 1,550 staff on a full-time equivalent basis. Our operating budget for the 2008/09 financial year (excluding capital works funding) is \$174.134 million.

## **Juvenile Justice Community Services**

Community based services provide the courts with sentencing alternatives to custody. Casework management and extensive networking with other government and community based services assist juvenile offenders in minimising offending behaviour and in complying with court orders.

Pre-released and contracted post release support services establish regular contact with young people before they leave custody to prepare and support them in their transition to the community.

Juvenile Justice Officers provide support to young people with welfare problems, seeking bail, prepare assessment reports for the courts and facilitate court-directed supervision for offenders placed on good behaviour bonds, probation, parole or community service orders.

Staff assess and devise measures to meet the individual needs of these young people. This can include finding accommodation, dealing with relationship difficulties, finding employment, developing employment skills and supporting the young person's return to school.

## **Juvenile Justice Centres**

Nine Juvenile Justice Centres implement court ordered detention for juvenile offenders. Courts can also remand young people in custody whilst they are awaiting court appearances.

Emphasis is placed on young people taking responsibility for their own actions, and developing greater respect for themselves and other people.

The following are some of the programs available in our juvenile justice centres:

### **Education**

In conjunction with the Department of Education and Training, specialist remedial education is available in all centres. These programs cover basic literacy and numeracy skills, preparation for the School and Higher School Certificates and tertiary courses through distance education.

### **TAFE Courses and Work Skills Development**

Greater emphasis is being placed on the provision of job skills training (vocational training), which is likely to increase the post-release employment opportunities of young offenders. TAFE courses are increasingly introduced in the Juvenile Justice centres to complement work skills training offered by Juvenile Justices vocational instructors.

### **Life Skills Programs**

These programs enhance social skills and include health issues, nutrition, sexuality, parenting, budgeting, banking, cooking, sewing and employment interview techniques.

### **Counselling Services**

Psychologists and Alcohol and Other Drugs Counsellors are employed at each Juvenile Justice centre to provide assessment services, education and awareness programs. Specialist counselling

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services are also provided for sex offenders, violent offenders and juvenile offenders who have been victims of physical, emotional or sexual abuse.

### **Religious Support**

Juvenile Justice ensures that religious representatives from the major faiths are available to detainees whenever requested.

### **Cultural Support**

Indigenous and ethnic community groups are invited to assist in developing programs aimed at providing young people in custody with culturally specific support.

### **Central Office**

Central Office is Juvenile Justice head office and is made up of various divisions and business units that oversee community and detention centre operations as well as the department's corporate and legislative requirements.

### **Youth Justice Conferencing**

In 1998 the Juvenile Justice implemented a new state wide service for young offenders called Youth Justice Conferencing. Youth Justice Conferencing has been established in accordance with Part 5 of the Young Offenders Act, 1997, which was proclaimed in April 1998. Based on a restorative justice model, which operates successfully in New Zealand, Youth Justice Conferencing assists in diverting a large number of juvenile offenders away from the court process. The Act sets out a formal system of police warnings, cautions and youth justice conferences.

Youth Justice Conferencing:

- emphasises the responsibility an individual bears for offending;
- brings home to the offender the consequences of crime to themselves, their family, the victim and others in the community; and
- cultivates re-engagement of the offender with their family and their community.

The operation of Youth Justice Conferencing is designed to have significant advantages for young offenders, their families and the wider community.

### **Overview of Young Offenders**

Many factors are associated with the involvement of juveniles in crime. These factors are often the same as those that relate to the difficulties young people experience in other aspects of their lives, such as relationships, school, employment or at home.

The factors can include, but are not limited to, poor parental supervision, difficulties in school and employment, negative peer associations, poor personal and social skills, homelessness, neglect and abuse and alcohol or other drug abuse.

## **What does Casual Employment mean?**

As a casual you are employed under the *Public Sector Employment and Management Act 2002*.

Each casual engagement 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 each offer.

## How to apply for a position?

When applying for the position of Sessional Supervisor or Mentor with Juvenile Justice, it is important that applicants complete the application form in full.

Please note: Incomplete applications may delay the application process or render an application ineligible to progress. Please check your application carefully before submitting it.

### Referees

Applicants are required to provide the names, telephone numbers and e-mail address of two referees. At least one of these should be a recent work supervisor. Juvenile Justice may need to contact them to find out more about your skills and experiences.

It is important that referees know what job you are applying for – if we contact nominated referees it will be because we wish to progress your application to the next stage. Referees should be aware of the selection criteria and position description; allowing them to answer questions in relation to your suitability for the position.

### Resume

If you wish to attach a resume (that is, curriculum vitae), please do so; however this is in addition to the information already provided on the application form, and **not a substitute for it**. It is important that the information we receive is detailed in the same format as the application form.

When preparing a resume it should be clear, concise and up to date.

## Recruitment process

### STEP 1:

- Juvenile Justice accepts applications all year round.
- Go to [www.djj.nsw.gov.au](http://www.djj.nsw.gov.au) to access Information Package and Application.
- Please ensure that the application is completed in full and includes the following forms;
  - Consent to Screening and Prohibited Employment Declaration Forms
  - Health Declaration Form.
- Applications can be either emailed or posted

### STEP 2:

- Applications are assessed and checked to ensure that all required information has been included.
- Incomplete applications may delay the application or render an application ineligible to progress.

### STEP 3:

- Applicants are invited for interviews.
- Referee checks may be conducted at this stage to assess suitability.
- Proof of identity (100 point check).

**Where your application is unsuccessful you will receive a written response with the opportunity for feedback.**

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**STEP 4:**

- A range of employment screening checks will be undertaken for all applicants who have been recommended to progress from interviews and referee reports:
  - checks are referred by the Department to Commission for Children and Young People at no cost to applicant;
  - checks consist of criminal history including; Apprehended Violence Orders, Working with Children Checks and Prohibited Employment Check.

**Where you have a criminal history a "Risk Assessment" may be conducted to determine suitability. You will either return to Step 5 or be deemed unsuccessful and will receive a letter to this effect.**

**STEP 5:**

- Participate in induction training.
- Commence casual shifts as a Sessional Supervisor or Mentor

**Where your application is unsuccessful you will receive a letter.**