



Youth Officer Information Package

Are you ready to make a difference?

The Departments role

The NSW Department of Juvenile Justice supervises and cares for young offenders in the community and in detention centres.

There are eight juvenile justice centres in NSW and one emergency short-term accommodation unit at Broken Hill. All custodial facilities provide an extensive range of educational, recreational, vocational, specialised counselling and personal development programs. The department provides individual case managements to detainees to plan for their positive reintegration into their communities.

Our vision

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

Things to know when applying

When applying for the position of Youth Officer with the NSW Department of 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. The Department 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.

Overseas qualifications

Applicants with overseas qualifications must provide a statement that shows the Australian equivalent of your qualification.

This can be obtained from:

- Overseas Skills Advisory Service; phone (02) 9707 2500
- National Office of Overseas Skills Recognition (NOOSR); phone 1300 363 079

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 copies**. The NSW Department of Juvenile Justice will not assume responsibility for original documents. Original documents will not be returned to applicants.

Where are we located?

Metropolitan:

- St Marys (Western Sydney) - Cobham Juvenile Justice Centre
- Lidcombe (Inner West Sydney) - Juniperina Juvenile Justice Centre
- Airds, Campbelltown (South West Sydney) - Reiby Juvenile Justice Centre
- Kariong (Central Coast) - Frank Baxter Juvenile Justice Centre
- Unanderra (Wollongong/South Coast) - Keelong Juvenile Justice Centre
- Metropolitan Transport (includes St Marys, Glebe, Parramatta, Campbelltown)

Regional:

- Dubbo (Western NSW) - Orana Juvenile Justice Centre
- Wagga Wagga (South West NSW) - Riverina Juvenile Justice
- Grafton (Northern NSW) - Acmena Juvenile Justice Centre
- Broken Hill (Far West NSW) - Broken Hill Facility
- Regional Transport (includes Broadmeadow, Kariong/Woy Woy, Wollongong, Grafton, Wagga Wagga, Dubbo)

Is there parking?

Yes, free staff parking is available at every location and a number of locations are convenient to public transport. Some children court locations do not provide staff parking for Transport based Youth Officers.

What hours will I work?

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

3 shifts operate every 24 hours:

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

Transport court based Youth Officers:

- 8am – 4:30pm (Monday to Friday)

Other Transport based Youth Officers work varied starting times depending on the court location to be visited. Depends on work location.

Recruitment process

STEP 1:

- The Department accepts applications all year round.
- Go to 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; Working with Children Check, Health Assessment and Equal Employment Information.
- Applications can be either emailed or posted (refer to information Package.)

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.

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

STEP 3:

- Applicants are invited to participate in a written suitability test held at a local venue or at the Department's training facility (Yasmar) located in Haberfield.
- The department does not pay you for your time or travel whilst completing suitability testing.
- Suitability testing maybe conducted on any day, including weekends and/or after 5pm weekdays as required.

Where your profile is unsuitable; you will receive a written response, in this stage you will not be able to gain feedback or a copy of your Psychological Report.

STEP 4:

- A range of employment screening checks will be undertaken for all applicants who advance after suitability testing.
- Checks are referred by the DJJ 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:

If you progress to the interview and assessment you will:

- Be interviewed by an independent psychologist;
- Be assessed by two departmental representatives;
- Participate in a computer based assessment; complete all relevant paperwork and, have the opportunity to discuss with a Training Officer the Induction and assessment Training program, prior learning and experiences.

Where your application is unsuccessful you will receive a letter within the above mentioned time frame; with applicants given the opportunity for feedback.

Youth Officer Induction Training and Assessment Program (ITAP) process

STEP 6:

If you progress to the Induction Training Assessment Program (ITAP):

- You will Receive a letter of offer, including associated new starter forms – your acceptance letter and new starter forms must be returned prior to commencement of the ITAP;
- You need to obtain a current Senior First Aid Certificate, if you do not hold one.

STEP 7:

During the training program you will be:

- Required to attend each day of the ITAP program; failure to do this may result in you not progressing through the ITAP;
- Be continually assessed by Training Officers and/or workplace assessors;
- Be required to complete workplace compliance activities and assessment tasks (both written and practical);
- Be assessed on your workplace compliance, conduct, and performance in the workplace, as well as attendance and behaviour each week and;
- Be supported by Training Officers and other operational staff in meeting induction program training and assessments outcomes.

If you have been deemed unsuccessful; you will be given the opportunity to have a one on one brief with a Training Officer to receive feedback.

STEP 8:

Employment and/or Commencement Offer:

- All employment screening checks must be approved before you can work with the Department of Juvenile Justice.
- You will then be placed on a list of available casuals:
 - You may be offered casual shifts or temporary employment; and/or
 - 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) positions are available; you will also be placed on a Merit Appointment List with other existing casuals for future Identified positions either Temporary or Permanent, depending on your nominated employment preference.
- The Merit Appointment Lists is ranked in accordance with your competency level; positions are offered in order of Merit.

Note: where an applicant withdraws from the process there will be no further correspondence.

What is Suitability Testing?

Applicants must participate in a general ability assessment and a psychological profiling exercise. The profiling exercise provides an opportunity for applicants to describe themselves, and is one evaluation process used to ensure the department selects candidates who are most suited to the role of Youth Officer.

Applicants whose aptitude (general ability) and psychological profiling are not competitive will be advised by letter and your application will not longer be considered.

If this is the case, you can re-apply in 12 months and we encourage you to do so.

Is the Induction Training and Assessment Program Compulsory?

All successful applicants must attend every day of the Induction Training and Assessment Program. If you plan on working or studying during the Induction Program, you must organise this around the Induction Program.

The induction program is from Monday to Friday, 9 am to 5 pm. Observation and workplace learning days will run according to shift times and you will be expected to attend a minimum of 2 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 Induction Program. To complete the training, you must achieve competency in each assessment activity.

What happens if I don't meet the assessment requirements?

If at any point during the Induction Training and Assessment Program, you are unable to meet the required competencies (including behaviour, conduct, attendance and attitude), your temporary employment will cease.

If this is the case, you are encouraged to re-apply in 12 months should you wish to do so.

What does Casual Employment mean for me?

You've now completed the Induction Training and Assessment Program; all clearances are met and have been 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 or run of shifts 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.

Do I have access to more training?

Yes, the Induction Training and Assessment Program is the first step toward gaining a Certificate IV in Juvenile Justice (Youth Work). As part of Induction Training a plan will be developed so that you can complete your Certificate IV within 12 months.

Sending 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**’
NSW Department of Juvenile Justice
Recruitment, “Youth Officer Campaign”
PO Box K399, Haymarket NSW 1240

Or

As documents attached to an email sent to:

- Careers@djj.nsw.gov.au
- All emails must contain a subject header: Youth Officer.