

# juvenile Justice

## **Youth Officer Information Package**

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## The role of Juvenile Justice, Department of Human Services

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. 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, 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 so that they can answer questions in relation to your suitability for the position.

### Resume

You may attach your resume to your application, 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 and 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 information can be obtained from:

- National Office of Overseas Skills Recognition (NOOSR); phone 1300 363 079, or;
- Department of Immigration and Citizenship; [www.immi.gov.au/asri](http://www.immi.gov.au/asri)

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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**. Juvenile Justice will not assume responsibility for original documents. Original documents will not be returned to applicants.

## Centre locations

### Metropolitan:

- Cobham Juvenile Justice Centre – St Marys (Western Sydney)
- Emu Plains Juvenile Justice Centre – Emu Plains (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, Glebe, Parramatta and Campbelltown)

### Regional:

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

### STEP 1:

- Juvenile Justice accepts applications all year round.
- Please ensure that the application form is completed in full.
- Applications can be either emailed or posted (see page 7 for detail in this regard).

### 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 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.

**Where your profile is unsuitable; you will receive a written response in this regard.**

### STEP 4:

- A range of employment screening checks will be undertaken for all applicants who advance after suitability testing.
- Checks are referred by Juvenile Justice to the 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 progress to step 5 (in this flow chart) 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 literacy assessment.
- discuss prior learning and experiences with a Learning & Development Officer; and,
- reference checks may be conducted.

**Where your application is unsuccessful you will receive a letter in this regard, 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 will 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;
- continually assessed by Learning & Development Officers and/or workplace assessors;
- required to complete 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 and behaviour each week; and
- supported by Learning & Development 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 Learning & Development Officer to receive feedback.**

## STEP 8:

Employment and/or commencement.

- All employment screening checks must be approved before you can work with Juvenile Justice.
- You will then be placed on a list of available casuals.
  - You may be offered casual shifts or temporary employment.
  - 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) applicants will also be considered for identified positions where they 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 List 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.**

## Suitability Testing

You will participate in a general ability assessment and a psychological profiling exercise. The profiling exercise provides an opportunity for applicants to describe themselves and 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 is not competitive you will be advised by letter and your application will no longer be considered.

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

## Induction Training and Assessment Program (ITAP)

Successful applicants must attend every day of the Induction Training and Assessment Program (ITAP). If you plan to work or study during the ITAP, you must organise this around the ITAP schedule. Leave will not be granted.

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.

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

If at any point during the ITAP you are unable to meet the required competencies (including behaviour, conduct, attendance and attitude), your temporary employment will cease. You will be eligible to reapply in 12 months should you wish to do so.

## Employment Conditions

Where you successfully complete the 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 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.

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- 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?**

The ITAP is the first step toward gaining a Certificate IV in Youth Justice. As part of ITAP an individual learning plan (ILP) will be developed so that you can work towards completing your Certificate IV within 12 months.

## **Submitting an application**

Please 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**'

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: **Youth Officer**.