

Position Description

Position Title:	Convenor, Youth Justice Group Conferencing
Program	Justice Program, Family Services
Location:	Mildura. Travel to other locations may be required.
Reports To:	Team Leader, Youth Justice

This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.

This Position Description may be altered in accordance with the changing requirements of the position.

About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity and embrace diversity in an inclusive work environment.

CatholicCare Victoria Values

Values	Behaviours
Respectfulness	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
Integrity	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
Inclusivity	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
Collaboration	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.
Compassion	We connect with each other's stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.

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Date of Position Description:	February 2023	Position Description Template Version:	February 2023
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About Youth Justice Programs

Based on the model of restorative justice principles, the Youth Justice Group Conferencing (YJGC) program is aimed at young people who have been found guilty of an offence in the Children's Court and provides a community rehabilitation intervention at the pre-sentence stage.

The program aims to provide the young person with the opportunity to realise the impact of their offending on the victim; reduce the likelihood re-offending and increase victim satisfaction with the criminal justice process.

YJGC aims to divert young people from more intensive supervisory court outcomes and works to effectively integrate young people into the community following the conference process and strengthen the young person's support system.

Position Summary

Utilising restorative justice principles that encourage dialogue between the young person that has offended and the victim/s, the YJGC is a problem-solving approach to offending that aims to balance the needs of young people, victims and the community to address the offending behaviour and avoid further progression into the criminal justice system.

The YJGC Convenor plays an essential role in coordinating and facilitating each group conference and is responsible for engaging with the young person that has offended, victim/s, their family members /significant others, and liaising with community members and other key stakeholders to develop and implement outcome plans that supports effective re-integration into the community following the conference process.

The YJGC Convenor is required to meet targets and deliver services in a professional and accountable manner and develop sound professional relationships with key stakeholders and the broader community sector.

Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Youth Justice Group Conferencing Program	<ul style="list-style-type: none">Actively engage with young people in order to participate in the conference process and support the individual to achieve successful outcomes.Facilitate and action referrals to local services to strengthen the support needs of the individual.Attend Children's Court to provide a direct contact liaison for the Court as requiredUndertake pre-conference preparation activities, facilitate and deliver group conferences within the required program guidelines and legislative requirements and undertake post conference follow upDevelop appropriate Outcome Plans for the young person and support them to achieve identified actionsDevelop Court reports for referral back to the CourtEstablish and maintain positive relationships with a range of stakeholders including Department of Justice and Community Safety (DJCS) Youth Justice Court Advisory staff, Police, Solicitors, Victims' Assistance Program (VAP), Indigenous and culturally diverse community groups, to ensure support to young people engaged in the Group Conferencing Program and their victims

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	<ul style="list-style-type: none"> • Liaise with schools and youth services to ensure support to young people engaged in the Group Conferencing process • Work with key stakeholders and other team members for the effective promotion of the Youth Justice Group Conferencing Program demonstrating quality outcomes achieved
Quality & Reporting	<ul style="list-style-type: none"> • Maintain confidential client files detailing the progress of the Group Conference • Collect and ensure timely data completion in line with relevant department guidelines, KPI's and reporting requirements • Assist in the completion of quarterly reports to DJCS • Identify best practice in service delivery and seek opportunities to take up best practice in group conferencing service delivery • Participate in an ongoing evaluation process with a focus on client outcomes, including the use of Outcomes Star, service responsiveness and flexibility • Attend and fully participate in CCV's Youth Team meetings • Contribute to the ongoing development of CCV's Youth Services team

The position is also required to perform other duties as lawfully and reasonably directed.

Reporting and/or Supervision Relationships and Authority

Reporting Relationship:

The position reports to and works under the general direction of the Team Leader, Youth Services.

Authority:

The position exercises a degree of autonomy. Significant decisions require the approval of the Senior Manager, Justice Programs (or other person's acting with the Manager's authority).

The position is required to work within the relevant delegations policy, procedure and guidelines of CatholicCare Victoria.

Stakeholder Relationships

Internal Relationships:

- Works under direction from the Team Leader, Youth Services
- Works cooperatively with all Services Managers.
- Develops a working relationship with all components of CCV's management and staffing structure

External Relationships:

- A range of stakeholders including Department of Justice and Community Safety (DJCS) Youth Justice and Victims Services, Support and Reform, the Department of Families, Fairness and Housing (DFFH), Victoria Police, Victims' Assistance Program (VAP), Solicitors and Courts, any other relevant Youth and Family and Community Service providers including A&OD and mental health, Federal, State and Local Government and other relevant bodies and organisations

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Organisational Responsibilities of the Position

Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee Code of Conduct for CatholicCare Victoria*;
- Information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- Inclusion and diversity.

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Key Requirements

Qualifications and/or Training

1. Tertiary qualifications in Youth Work, Welfare, Social Work, Restorative Justice, Mediation or relevant discipline.

Experience

2. Experience in delivering service responses and interventions that promote a reduction in offending by young people.

Knowledge, Skills and Attributes

3. A sound knowledge and understanding of the Youth Justice system, relevant legislation and processes
4. Commitment to restorative justice principles and practices.
5. A sound understanding of trauma informed practice and the impact of trauma and disrupted attachment.
6. Preparedness to travel across the region

Child Safety

7. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.
8. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.
9. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.
- International Police Check (where applicable).
- Disqualified Carer's Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s and Disqualified Carer's Check.

It is the incumbent's responsibility to maintain a current Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertake a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

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Signatures

This section is to be signed upon appointment:

Name:	
Signature:	
Date:	

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