



JOB DESCRIPTION

Job Title:	Senior Community Work Supervisor
Group:	Corrections Services
Reports to:	Service Manager
Location:	Community Probation Work Centre / Service Centre
Date:	December 2007 (reformatted December 2012)

ORGANISATIONAL OVERVIEW

At the Department of Corrections our goal is to reduce re-offending, and underlying this is a strong commitment to public safety.

Our people care about our communities and want to make New Zealand a safer place to be. We do this by helping people lead crime-free lives, which means fewer victims and safer communities.

Corrections' core role of managing the custodial and community-based sentences imposed by the Courts gives us the opportunity to change lives and shape futures. Of the 8,000 people who work at Corrections, the majority work directly with offenders in a variety of roles including probation officers, corrections officers, case managers, programme facilitators, nurses, community work supervisors, instructors and psychologists.

The Department of Corrections manages 18 prisons located from Northland to Invercargill and 160 Community Corrections sites in towns and cities across New Zealand where probation staff manages people serving non-custodial sentences and orders such as community work, home detention or parole.

The vast majority of the offenders the department works with live in the community, and most of those sentenced to a term of imprisonment will be released at some stage. Therefore it is in all our interests to ensure that when people leave Corrections they have the support and skills they need to live a crime-free life. We do this through targeted rehabilitation and reintegration, treatment, education and trade-training opportunities for offenders that will reduce the likelihood of re-offending.

You can help change lives and shape futures too.

For more information go to www.corrections.govt.nz.

ROLE PURPOSE

The purpose of this position is to manage offenders who are sentenced to community work and/or community detention.

The sentence of community work provides

- Reparation to the community

- A pro-social and culturally responsive environment
- An opportunity for offenders to acquire or improve work and social skills

The sentence of community detention is a punitive measure that restricts an offender's movements.

KEY ACCOUNTABILITIES

Key Accountability Areas:

Manage Offenders Sentenced to Community Detention and Community Work

- Induct offenders into sentence or orders to ensure that they understand their responsibilities, rights and the consequences of non-compliance, including induction into agency placements.
- Complete the post sentencing assessment interview on offenders as appropriate and in accordance with operational policy.
- For community work sentences assess offender's suitability for agency or centre placement using appropriate tools.
- If the offender is subject to another sentence, liaise with other staff involved in managing that offender to confirm availability for community work and to discuss curfew conditions.
- Develop sentence [plans for offenders sentenced to community detention.
- Manage sentence in accordance with operational requirements and the sentence objectives.
- Monitor progress against the plan, revising goals and activities as appropriate.
- Ensure all interview assessment and sentence management documentation is complete and up to date in the offender management system and in offender files.
- Take appropriate and timely enforcement action, including breach action where an offender fails to comply with the requirements of the sentence as outlined in the Operations Manual.
- Consider an offender service a community work sentence for remission of hours and calculate remaining hours to be worked where remission has been approved.
- Liaise with colleagues who are also involved in the management of offenders that job holder is supervising on community work or community detention to ensure sentence and issue management is well coordinated and risks are effectively managed.

Manage Work Projects

- Plan and organise work projects.
- Manage Community Work Supervisor roster, including setting CWS roster 4 weeks in advance, making arrangements to cover for periods of CWS leave and assigning offenders to work parties.
- Provide advice and support to Community Work Supervisor s as issues arise at work sites, resolving conflict and enforcing rules.
- Carry out daily site checks of work parties to ensure compliance with operational policy.
- Plan project tasks.
- Record hazards on project site, and identifying means of eliminating, isolating or minimising these prior to work starting.
- Organise tools, ration and equipment.
- Ensure project tasks are completed to a standard that is acceptable to the agency and within agreed constraints.
- Monitor number of hours repeated or not counted due to unsatisfactory work according to operational procedures.
- Maybe required to directly supervise work parties.

Key Accountability Areas:

Monitor Sentence Compliance for Offenders Assigned to Agency Placements

- Conduct BWALS assessment including monitoring and recording of hours.
- Monitor offender attendance
 - Set up offender daily attendance sheet and reporting information in IOMS.
 - Record hours taken for work placement assessment and induction on the daily attendance sheet and in IOMS.
 - Issue first daily attendance sheet to Agency.
 - Obtain daily attendance records from Agency weekly. In rural situations where daily returns are provided fortnightly or monthly contact the Agency weekly by phone to confirm hours.
 - Record hours and performance in IOMS weekly.
 - File documents and complete IOMS case notes and information.
 - Monitor placement in Agency by regular visits to confirm attendance and work progress. Record details in IOMS and note in Agency file. Take action as appropriate.
 - Review community work agencies to ensure that health and safety standards that are appropriate prior to the placement of offenders. Ensure that the offenders are aware of the Health and Safety requirements of the Agency and the obligations of the offender.

Manage Electronic Curfews for Offenders Sentenced to Community Detention

- Receive and dispatch monitoring equipment.
- Install monitoring equipment at approved address at the commencement of a community detention sentence.
- Hook-up and unhook offenders at the beginning and end of an electronic monitoring period.
- Ensure equipment is operating correctly.
- De-install monitoring equipment as required by variation to curfew address.
- Reviewing monitoring reports from monitoring provider and take action as appropriate, including enforcement action.

Build and Sustain Work Relationships with Community Work Agencies for Placement of Individuals or Work Parties

- Proactively approach community groups with proposals for work projects and/or individual placements.
- Maintain regular contact with agencies during the course of work projects or individual placements and ensure any issues encountered by agencies are dealt with promptly.
- Assess agencies and work project for suitability for community work in accordance with operational policy, including carrying out the initial hazard identification of any new work site.

Mentor and Coach Community Work Supervisors

- Act as a mentor and role model to Community Work Supervisors in the standards of professionalism and competence in community work.
- Assist staff with practical help with the completion of tasks when new to the role, including inducting new Community Work Supervisors.
- Coach staff from a technical perspective on requirements to meet Community Probation standards in relation to policies and procedures.
- Maybe required to provide structured training to colleagues in community work, health and safety and other work-related areas.

Key Accountability Areas:

Support Other Areas of Community Probation Work

- Maybe required to deliver summons.

GENERAL ACCOUNTABILITIES

Code of Conduct and Department Policy

- Familiarity and compliance with the Department's Code of Conduct and related documents; and with Department policy and procedures relating to the functions of the position held.

Health and Safety

- Help maintain a safe working environment within Corrections by adhering to Department policy and procedures relating to the position held.

Other Duties & Responsibilities

- All employees are expected to perform other such other duties as can reasonably be regarded as incidental to their job description, and other such duties that fall reasonably within their experience and capabilities as may be assigned from time to time to meet business requirements.

RELATIONSHIPS

Key Working Relationships:

Internal:

- Service Manager
- Senior Probation Officers
- Probation Officers
- Community Work Supervisors
- Administrative Staff

External:

- Offenders and their families
- Iwi
- Community Groups and Agencies
- Service Providers including Electronic Monitoring providers
- Lawyers

PERSON SPECIFICATION

To be successful in this position you will need:

Communication, Supervision and Relationship Skills

- Communicates confidently and modifies communication style to reflect the needs of the people and situation.
- Listens attentively to others.
- Develops rapport and an environment of trust and respect.

- Uses a range of strategies to influence and motivate people.
- Manages offender behaviour issues including aggressive behaviour.
- Models pro-social behaviour.

Leadership and Mentoring Skills

- Share information, ideas and experiences with manager, colleagues and CWS.
- Models and reinforces positive behaviour.

Openness and Willingness to Learn

- Is motivated to continually learn and develop new skills.
- Is open to and constructively deals with feedback.
- Is willing to apply learned techniques to practical situations.
- Knows when to seek further information/guidance or refer issues to their manager.

Problem Solving and Judgment

- Collects sufficient information to establish the nature of the issue/problem.
- Develops a range of options in order to solve problems and develops appropriate criteria against which to weigh options.
- Makes decisions in accordance with organisation policy and procedures and within appropriate timeframes.

Cultural Awareness

- Understands the relevance of the Treaty of Waitangi to service delivery in the Department of Corrections.
- Demonstrates a cultural sensitivity in all dealings with Māori, Pacific Island people and people of other ethnic groups.
- Demonstrates the ability to relate effectively and in a culturally sensitive manner with iwi and community groups.

Teamwork

- Works cooperatively with a range of people to achieve positive results.
- Participates willingly in team situations and supports team decisions.
- Is proactive at sharing information and ideas with other team members
- Supports the organisations values and goals.

Computer Skills

- Proficient in MS Word, MS Excel and MS Outlook.
- Develop proficiency in the Department's in-house offender management information systems (IOMS).

Practical Skills

- Ability to impart manual skills to offenders in a practical setting .

Personal Integrity

- Ensures that the highest standards of conduct, professionalism and integrity are demonstrated in all interactions with offenders, Community Agencies and in all dealings when representing Community Probation.
- Acts consistently with the Department of Corrections Code of Conduct.

Qualifications

- Community Work Supervisors are required to have a valid drivers' license.
- Maintain a current First Aid Certificate.

