

# Position Description

**Position title:** Community Correctional Services - Student Placement Program  
(Case Management)

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**Position number:** Various

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**Division:** Justice Services Network

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**Business Unit/Branch:** Community Correctional Services

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**Position reports to:** Student Placement Supervisor

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**Work location:** Placements are available at a number of locations in the following regions:  
  
For more information on our Regional Service Network, please visit  
[www.justice.vic.gov.au/about-the-department/](http://www.justice.vic.gov.au/about-the-department/)

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**Position contact:** Email: [CCSWorkforceDevelopment@justice.vic.gov.au](mailto:CCSWorkforceDevelopment@justice.vic.gov.au)

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## ROLE PURPOSE

The CCS Student Placement Program provides a structured, supported learning program for students studying relevant qualifications in the areas of criminal justice, criminology, social work, psychology, community services and human services disciplines.

This placement is particularly suitable for students seeking a career in case management. The placement is focused on case administration and case management functions, working with involuntary clients serving Community Correction Orders. Throughout the course of the placement the student will engage in observation and support functions. This involves observing and reflecting on offender interviews and supervision sessions, assisting in the completion of required administrative work and engaging with internal and external treatment providers and other stakeholders.

Throughout the course of the placement, the student may be exposed to a wider range of roles and functions including but not limited to parole case management, court assessment and prosecutions, community work and partnerships.

### **The learning opportunities:**

- Evaluate the use of offender engagement skills and interventions
- Demonstrate an understanding of theories and methods relevant to case management practice in a corrections environment and reflect on their use in practice
- Analyse the use of interpersonal and communication skills when working with offenders

- Demonstrate an understanding of the organisational and legal contexts of case management practice in a community corrections environment
- Demonstrate an understanding of the policies and processes that influence case management practice in a community corrections environment
- Evaluate offender characteristics and behaviour as part of the assessment process
- Record and report information relating to assessment, intervention and referral skills in practice
- Reflect own observed practices to assess the relevance to own case management practice
- Communicate appropriately with offenders as part of the case management process
- Work collaboratively with stakeholders and other team members
- Review the legislation and social policies that influence work within the CCS environment and put it into the context of your everyday work
- Record and report case management information using appropriate CCS terminology
- Gain insight into the various roles and business units within CCS

## KEY ACCOUNTABILITIES

### **Under the observation and support of active staff members you will:**

- Observe and support team members in a broad range of front-line case administration and case management functions
- Gain insight into active cases including but not limited to assessing and managing live client files
- Observe client interviews/supervision sessions, inductions and home visits
- Observe and assist with a wide range of administrative tasks such as writing file notes, reports, referrals, contact notes and letters
- Assist in the active case management of involuntary clients through discussions with external treatment providers

### **You may also (if circumstances permit):**

- Observe and assist the Courts and Prosecutions team during front line operations
- Observe and assist in the Court assessment process
- Assist with a wide range of administrative functions in line with Court procedure
- Observe active prosecutions cases, providing administrative support to the team
- Observe and assist the Community Work and Partnerships team in front line operations
- Observe and assist with inductions, community work referrals
- Attend site visits

## KEY SELECTION CRITERIA

### Requirements

- Student placements are only available to students who are to complete a practicum placement as a requirement of their qualification or endorsed through their institution

- Must be assessed and formally endorsed by the Work Integrated Learning Coordinator (or like position) or an educator
- Students cannot be in first year of studies
- The placement **must** be 200 hours or more
- Students must be capable of committing to a **3-5 days per week**

## Knowledge and skills

- **Verbal communication** - Confidently communicates with colleagues, clients, services and the community. Clearly conveys information through verbal communication.
- **Written communication** - Demonstrates a high standard of writing skills (spelling and grammar). Carefully proofreads their own work. Writing style is clear, concise, and factual.
- **Self-Management** - Focuses and delivers on goals and responsibilities while understanding and using strengths effectively. Aware of weaknesses and addresses them in a constructive manner.
- **Interpersonal skills** - Seeks to understand issues, needs and motivations of others and establishes trust and mutual respect in support others and providing information and decisions in a sensitive and considerate manner.
- **Planning and organising** - Able to organise priorities and effectively manage workload. Creates plans to ensure completion of all tasks in a timely manner.

## Personal qualities

- **Punctuality, reliability, and a positive work ethic** - Consistently attends work on time, provides good quality outcomes, and demonstrates a commitment to undertake duties and support the work area to the best of their ability.
- **Ability to work independently** - Able to work autonomously, pursuing and initiating work tasks and learning opportunities with some guidance from a supervisor
- **Teamwork** - Has experience working effectively within a team toward mutual goals and outcomes.
- **Reflectiveness** - Reflects and critically analyses own work and that of others with a view to improving practice.
- **Decisiveness** - Uses available information and exercises good judgement to make sound, timely and well-informed decisions.
- **Flexibility and Resilience** - Adapts approaches and work to changes in the environment and effectively meets new challenges. Demonstrates perseverance in achieving objectives and copes effectively with setbacks and problems.

## Qualifications

- Must be studying a CCS recognised qualification as per the CCS 'Qualifications List'.

## IMPORTANT INFORMATION

The salary range for this position is set out in the *Victorian Public Service Enterprise Agreement 2020*. Please refer to the Department of Treasury and Finance website ([dtf.vic.gov.au](http://dtf.vic.gov.au)) for further information.

Department policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees.

## PRE-EMPLOYMENT CHECKS

All appointments to the Department of Justice and Community Safety are subject to reference checks, pre-employment misconduct screening and criminal record checks. Some positions may also be subject to a medical check and/or 'Working with Children Check'.

If the position is based in a prison, youth justice facility or community corrections location, or has offender management responsibilities, employment may be subject to a number of additional pre-employment security and safety checks, including, but not limited to:

- Pre-employment Security Check (Declaration Form)
- National Police Record and Fingerprints Check and International Police Clearance (if applicable)
- VicRoads Information Check
- Drivers Licence Check(s) (if applicable).

## VALUES AND BEHAVIOURS

Department of Justice and Community Safety employees are required to demonstrate commitment to:

**The department's values and behaviours** – serve the community, work together, act with integrity, respect other people and make it happen.

**The environment** – the department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.

**Recordkeeping** – the department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

**Diversity** – the department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTIQ community, and people from culturally diverse backgrounds.

## FURTHER INFORMATION

Please visit About the Department on the [Department of Justice and Community Safety website](http://www.justice.vic.gov.au) (<http://www.justice.vic.gov.au>) for information on:

- organisational values and structure
- our policies such as privacy and conflict of interest
- the Victorian Public Service (VPS) code of conduct
- our commitment to the safety and wellbeing of children.