



## Position description

Casual Police Station Support Worker

Justice Advocacy Service

<b>Title</b>	<b>Casual Police Station Support Worker, Justice Advocacy Service</b>		
<b>Role &amp; purpose</b>	<p>Deliver timely support to young people and adults with cognitive impairment when they are in police custody, predominantly after hours and on weekends.</p> <p><b>IDRS is committed to the safety and wellbeing of every vulnerable person who engages with our services including children and young people.</b></p>		
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience working in a flexible, person centred way with young people and/or adults with cognitive impairment or other social disadvantage</li> <li>• Demonstrated sound interpersonal and communication skills with the ability to break down complex ideas simply and clearly</li> <li>• Ability to communicate effectively with Aboriginal and/or Torres Strait islander people and communities</li> <li>• Proven ability to work independently with due regard for personal safety and the safety of others</li> <li>• Driver's license</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Sound understanding of the operation of the criminal justice system</li> <li>• Relevant tertiary qualification including Human services degree, Certificate IV, or Diploma (e.g. AOD, Community Services, Mental Health, Youth Work, Disability).</li> </ul>		
<b>Reports to</b>	Team Leader		
<b>Direct reports</b>	None		
<b>Hours</b>	<ul style="list-style-type: none"> <li>• After hours between 5pm and 9am including weekends</li> <li>• Casual hours may be offered on occasion during business hours</li> <li>• Casual positions are available across NSW</li> <li>• Social, Community, Home Care and Disability Services Award (SCHADS) Level 2.4</li> </ul>		
<b>Internal relationships</b>	<ul style="list-style-type: none"> <li>• IDRS staff</li> <li>• Volunteers</li> <li>• Host agency</li> </ul>	<b>External relationships</b>	<ul style="list-style-type: none"> <li>• Young people and adults with cognitive impairment/Service Users</li> <li>• Department of Communities and Justice</li> <li>• Legal Aid NSW</li> <li>• Private solicitors</li> <li>• NSW Police</li> <li>• Courts</li> <li>• Victims Services</li> </ul>

			<ul style="list-style-type: none"> <li>Disability and mainstream services</li> <li>Community based organisations</li> <li>Indigenous organisations</li> </ul>
<b>Key Result Areas (KRA)</b>	<ol style="list-style-type: none"> <li>Supporting young people and adults with cognitive impairment in their interaction with criminal justice system, focusing on supporting young people and adults in police custody.</li> <li>Reporting and data entry</li> <li>Contributing to a safe, cohesive, reliable, and high-quality service</li> </ol>		

KRA	Key Tasks
Supporting young people and adults with cognitive impairment in their interaction with criminal justice system, focusing on supporting young people and adults in custody	<p><i>For people with cognitive impairment who are involved in the criminal justice system as victims, witnesses, or suspects/defendants</i></p> <ol style="list-style-type: none"> <li>Provide in-person support for young people and adults with cognitive impairments in police custody</li> <li>Support the person to remain calm and to understand police instructions</li> <li>Assist the person to communicate their needs to police</li> <li>Support the person to understand and exercise their rights</li> <li>Assist the person to get legal advice and support the person to exercise their rights</li> <li>With the person's consent, liaise with the legal representative, in order to understand the advice given and any follow up needed from support person at the police station.</li> <li>Remind the person of their legal advice where necessary.</li> <li>Facilitate communication to promote person's understanding of their rights and choices while in custody, including outcomes and any bail conditions</li> <li>Comply with JAS policies and procedures at all times</li> <li>Work with Police to resolve problems arising for the person in custody.</li> </ol>
Reporting and data entry	<ol style="list-style-type: none"> <li>Maintain accurate and up to date records on JASPR in accordance with policies and procedures. Accurate data entry is essential to enable service cohesion and reliability, reporting on activities and outcomes and for evaluation of the service</li> <li>Maintain client and service confidentiality</li> <li>Submit time sheets, leave, and expense forms as required</li> <li>Participate in service evaluation processes as required.</li> </ol>

Contributing to a safe, cohesive, reliable, and high-quality service	<ol style="list-style-type: none"> <li>1. Ensure you are able to be contacted to enable response to urgent requests for supports</li> <li>2. Attend training, events and activities as required</li> <li>3. Maintain a high level of communication with team leader and other staff</li> <li>4. Actively contribute ideas or concerns to facilitate continuous improvement of the JAS service or of other IDRS services</li> <li>5. Respond constructively to feedback from people who use JAS and other others to facilitate continuous service improvement</li> <li>6. Work collaboratively with other IDRS services and projects</li> <li>7. Take reasonable care for your own health and safety and the safety of others</li> <li>8. Co-operate with any reasonable WHS policies and procedures of the organisation.</li> </ol>
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