

POSITION DESCRIPTION



Senior Project Officer (Intake, Allocations and Data)

Program Name

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	Senior Project Officer (Intake, Allocation and Data)
PROGRAM:	ReConnect and The African Visitation and Mentoring Program (AVAMP)
LOCATION:	Brunswick
REPORTING RELATIONSHIPS:	This position reports directly to the Manager of Reintegration Programs This position has no direct reports
EFFECTIVE DATE:	November 2026

Position Purpose

- To provide administrative support to the Adult Justice teams
- To work closely with the Manager to support the day-to-day operations of ReConnect and AVAMP
- To manage outreach safety for the case management team

Justice Programs

Provide holistic support service for people involved in the justice system or who are exiting adult prisons and/or Youth Justice centres, who are assessed as high risk/need, with limited social and family networks, limited accommodation and post release options and experiencing multiple and complex health problems. Staff deliver quality programs in a manner that reflects the social justice principles of participation, equity, access and respect. Services include: intensive outreach support, case management, supported accommodation, drug and alcohol counselling, recreation programs, employment/training programs, 24/7 after hours emergency assistance and duty work and referral service. Our adult and youth justice work contributes to regional and state-wide advisory forums and networks and assists in a more comprehensive approach to justice through partnerships with Government agencies and other service providers, as well as to legislation, policy development and advocacy.

Program Purpose

Corrections Victoria Reintegration Program (CVRP)

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The Victorian Department of Justice and Community Safety (DJCS) through Corrections Victoria has a model for the delivery of transitional services to individuals exiting prison. The aim of the Corrections Victoria Reintegration Program (CVRP) is to provide an effective reintegration program for eligible prisoners exiting custody that will address their individual and complex transitional needs through a responsive, tailored and flexible support approach to facilitate community reintegration and reduce re-offending. The key objectives of the program are to:

- Implement an individualised transitional plan for exiting prisoners which addresses key needs to reduce re-offending and ensures continuity of care
- Provide assertive outreach and practical assistance to participants to successfully reintegrate into the community
- Assist offenders to address issues relating to the underlying causes of their offending and achieve positive outcomes in key intervention areas.

AVAMP

The African Visitation and Mentoring Program (AVAMP) is delivered by Jesuit Social Services in partnership with the Department of Justice and Community Safety (DJCS). It is an initiative that delivers mentoring support to people from African backgrounds who have been imprisoned in Victoria – both before and after their release.

AVAMP aims to match participants with mentors to assist their successful transition and integration into the community. To enable positive outcomes, mentors are provided with culturally sensitive and appropriate training and ongoing support. The program provides pre and post release support, short-term outreach-based case management and brief intervention support to men and women who are sentenced or on remand and being

released into the community. AVAMP supports families to remain connected to their family members who are incarcerated and facilitates cultural awareness and family engagement sessions to provide information and education about the justice system.

Duties of the position

(To support the Adult Justice programs in key tasks including:

- To complete administrative tasks relating to intake, allocation and reporting requirements in accordance with funding agreements and quarterly reporting.
- Facilitate access and referrals to specialist services for participants.
- Provide support to outreach case managers as a secondary worker when required and assist with administrative tasks.
- To liaise and communicate with key stakeholders including Corrections Victoria and prison staff
- Process and manage the brokerage and invoice payments
- Other duties as required |

Key Selection Criteria

1. Tertiary qualification/s and/or relevant experience in field.
2. Demonstrated experience and skills in administrative and data systems and processes.
3. Excellent verbal and written communication skills, including a demonstrated ability to relate effectively to a diverse range of people; including people from Culturally and Linguistically Diverse (CALD) backgrounds.
4. Demonstrated capacity to manage competing priorities and deliver high-quality outcomes in a dynamic and fast paced environment.
5. Ability to conduct oneself and undertake role responsibilities in a way which reflects and upholds the organisation's identity and ethos, with the capacity to engage in reflective processes aimed at strengthening and deepening the organisation's identity and ethos.

Key Performance Indicators |

- Support administrative needs of ReConnect and AVAMP, including, but not limited to, reporting aligned with contractual and organization requirements, accuracy and integrity of data, responsiveness to external stakeholders and follow up with agencies as required.
- Maintain participant files and records on JeSS and the Reintegration Pathway System (RPS).
- Ensure all program participants have up to date data relating to the seven key domains specified in the funding agreement.
- Flexible practice approach with capacity to complete direct service delivery; including outreach-based case management tasks as required; and assist with administrative requirements of the program.
- Other |

Key responsibilities of Jesuit Social Services Employees

Our organisational identity and ethos

The work of Jesuit Social Services is informed by Catholic Social Teaching and our Jesuit tradition of respecting the preciousness of each human being, walking with the disregarded, and caring for the earth.

All employees are responsible for:

- Demonstrating an understanding of, and a capacity to uphold Jesuit Social Services' organisational identity and ethos (as encapsulated in our purpose, vision, mission and values) in the execution of their role responsibilities.

Service delivery/ Practice Framework (program delivery roles)

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants.
- Delivery of services consistent with program guidelines, relevant legislation and funding agreements.
- Communicate clearly with others.
- Manage competing priorities in a high-volume work environment.
- Fulfil the reporting and administrative requirements associated with the position.
- Other duties as required.

Team work and supervision (program delivery roles)

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities. |

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity and Inclusion

- Always demonstrate respect and acceptance of diversity and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

Mandatory Position Requirements

- Current National and International Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers |
- Proof of eligibility to work in Australia

- [Corrections Victoria clearance and ability to enter Victorian prisons]

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Ecological Justice

Jesuit Social Services is committed to ecological justice, which is the intersection of social and environmental justice. We strive to protect, nurture and restore healthy and equitable relationships between people, place and planet which, when damaged, lead to disadvantage, poverty, inequality, prejudice, and exclusion. This commitment is embedded in our organisational culture, program practice, advocacy and our business processes.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:

GM/Director or ED

Position Description Review Date:

[Month, Year]