

# ROLE DESCRIPTION

## Psychologist

Cluster	Department of Justice
Division/Branch/Unit	Juvenile Justice
Location	Various
Classification/Grade/Band	Psychologist
ANZSCO Code	272399
Role Number	Various
PCAT Code	1119192
Date of Approval	22 January 2018
Agency Website	<a href="http://www.djj.nsw.gov.au">www.djj.nsw.gov.au</a>

This role description is to be read in conjunction with the relevant conditions, characteristics and criteria included in the *Crown Employees (Psychologists) Award C8526 of 15 April 2016*.

### Primary purpose of the role

Provide a consultancy service to staff regarding the psychological needs of Juvenile Justice clients within custodial and community locations, as well as advice to statutory authorities.

Operate as a member of a multi-disciplinary team, delivering psychological assessment, intervention, and therapeutic services.

### Key accountabilities

- Undertake psychological assessment, intervention, and deliver therapeutic services or programs to young people who offend, including those who sexually offend.
- Assist in the formulation and review of individual Risk - Needs - Responsivity based case plans for the management and supervision of young people on remand or sentenced to a custodial or community order.
- Deliver training to staff, including Juvenile Justice Caseworkers, in the screening, identification and support of young people with mental health problems, intellectual disability or cognitive impairment.
- Maintain confidential documentation, including electronic Case Notes on Client Information Management System, in accordance with departmental policies, APS guidelines on record keeping and professional ethics.
- Prepare reports, advice, and consultation to statutory authorities such as Children's Courts, the Serious Young Offenders Review Panel, State Parole Authority, and Mental Health Review Tribunal.

### Key challenges

- Delivering an ethical and effective psychological service to involuntary clients with a range of complex needs and challenging behaviours, and who are often difficult to engage.
- Managing competing priorities in the face of increasing demand for psychological services within the context of limited professional resources, particularly in rural and isolated areas.

- Privacy and confidentiality are critical issues that must be carefully negotiated within the Juvenile Justice context, where failure to disclose may result in clear risk to the client or others.

## Key relationships

Who	Why
<b>Internal</b>	
Professional Development Psychologist	Receive clinical supervision, support and advice on issues relating to psychological assessment, intervention, research and ongoing professional development Guidance and advice on ethical issues
Psychologists	Peer advice and collaboration Statewide consistency in psychological service delivery
Operational Managers	Provide advice regarding psychological services, program integrity and the co-ordination of resources Respond to training needs
Caseworkers	Provide advice on the integration of psychological services to support the development and review of case plans Provide support and advice on the engagement and/or management of young people
<b>External</b>	
Young People	Provide a comprehensive psychological service involving assessment, intervention and evaluation, making referrals for specialist assessment and/or ongoing therapeutic support as required
Families and Carers	Provide advice and support to families and carers
Justice System Staff	Provide information and advice to police, magistrates and court services staff on psychological matters related to JJ clients
Other Agencies and Community	Work with other government agencies and NGOs in order to meet the needs of young people who offend Provide advice and support to families and carers

## Role dimensions

### Decision making

The position holder is generally guided by legislation, policies, guidelines and procedures encompassing the administration of juvenile justice in New South Wales. Such legislation includes the WH&S Act 2011, *Young Offender's Act 1997*, *Children (Criminal Proceedings) Act 1987*, *Bail Act 2013*, *Children (Community Service Orders) Act 1987*, the *Children (Detention Centres) Act 1987* and the Crimes (Sentencing Procedures) Act 1999. The incumbent is also guided by the operational and strategic plans of Juvenile Justice.

### Reporting line

Administratively - Assistant Manager

Clinical supervision - Professional Development Psychologist.

## Direct reports

Nil

## Budget/Expenditure

Nil

## Essential requirements

- Minimum four year accredited qualification in psychology with current provisional or full registration with the Psychology Board of Australia:
- Demonstrated expertise in the psychological assessment and treatment of adolescents, including mental health issues, cognitive impairment, and with respect to behaviour management
- Demonstrated level of knowledge and understanding of contemporary concepts, principles and practices relevant to the psychological assessment and treatment of young people who offend
- Demonstrated knowledge and ability with regards to criminogenic risk assessments, including risks related to sex and violent offending and associated interventions
- Sound knowledge and understanding of the psychologist's ethical and legal obligations and professional accountability relating to agency policies and procedures
- Knowledge of and respect for Aboriginal and Torres Strait Islander culture.
- Minimum Class C Drivers' Licence with ability and willingness to travel throughout NSW
- Working with Children Clearance

### \*Progression to Specialist Psychologist


*Assignment or progression to the Award classification of Specialist Psychologist will be subject to persons satisfying the criteria prescribed in the Award.*

## Capabilities for the Role




The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Adept

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>Set an example for others to follow and identify and explain ethical issues</li> <li>Ensure that others understand the legislation and policy framework within which they operate</li> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and co-operative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes which were achieved by effective collaboration</li> <li>Engage other teams/units to share information and solve issues and problems jointly</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Support others in challenging situations</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>Negotiate from an informed and credible position</li> <li>Lead and facilitate productive discussions with staff and stakeholders</li> <li>Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>Recognise and explain the need for compromise</li> <li>Influence others with a fair and considered approach and sound arguments</li> <li>Show sensitivity and understanding in resolving conflicts and differences</li> <li>Manage challenging relations with internal and external stakeholders</li> <li>Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>Identify opportunities to use a broad range of communications technologies to deliver effective messages</li> <li>Understand, act on and monitor compliance with information and communications security and use policies</li> <li>Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business</li> <li>Support compliance with the records, information and knowledge management requirements of the organisation</li> </ul>