25th October 2017

Dear Applicant,

Specialist Adolescent Services Manager

Thank you for your interest in the above position with Junction Support Services. Enclosed, please find the Position Description and Reference Check documents that you will require in order to apply for this role.

The Position Description is an important document with regards to your application as it outlines the key objectives and responsibilities of the role, as well as the conditions of employment. This will help you to identify the skills and attributes Junction Support Services is seeking for this role.

The Position Description also contains information regarding how to apply, and a list of selection criteria. It is very important that you address each of the selection criteria points in your application to demonstrate your suitability for the role you are applying for.

For further information regarding your application, the position or the organisation, please do not hesitate to contact the Client Services Manager, Michelle on 02) 6043 7470.

Yours sincerely,

Ginny Krich

Ginny Krich
Recruitment & Wellbeing Officer
Junction Support Services

EQUITY ACCESS PARTICIPATION

ABN 67 446 414 611
Reg No. A0021668B
Position Description

**Document Control**

<table>
<thead>
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<th>Program:</th>
<th>Specialist Adolescent Services (SAS)</th>
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<tr>
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<td>Specialist Adolescent Services Manager</td>
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<tr>
<td>Version No:</td>
<td>05</td>
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<td>Classification:</td>
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<tr>
<td>Hours of Work:</td>
<td>Monday to Friday, between 8:30am – 6:30pm, at 76 hours per fortnight</td>
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<tr>
<td>Tenure:</td>
<td>On-going subject to funding</td>
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<tr>
<td>Reports To:</td>
<td>Client Services Manager</td>
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Junction Support Services (JSS) is committed to social change and has been working to reduce poverty and homelessness in communities in North East Victoria since 1989.

The organisation is a not for profit community service organisation providing support to children, young people, single adults and families who are disadvantaged through poverty, homelessness, family violence, mental ill health, and drug and alcohol addiction.

**Our Values**

Everything we do is underpinned by our core values:

- Equity, access and diversity
- Innovation
- Collaboration

Our values are embedded in our organisation and form the basis of our strategic and business planning, recruitment processes, training and leadership development.

We provide trusted human services to our clients by promoting our values to achieve our goals. We ensure our staff treat people as individuals and promote and encourage decision making and community involvement across our service areas.

Our employees proudly provide quality services to our clients in a flexible, honest, fair and confidential manner.
The majority of JSS services are based in Wodonga, with a smaller range of programs based in Wangaratta. JSS is comprised of the following operational teams: Families and Children’s Specialist Services, Youth Services, Specialist Adolescent Services and Continued Care Services.

Specialist Adolescent Services Programs

**L2P** is a community development program that aims to assist learner drivers who do not have access to either a vehicle or supervising driver to achieve the mandatory hours of driving practice required, prior to obtaining a probationary licence.

**Leaving Care Mentoring** is a community development program that provides an extended social network of support for young people leaving care, through interaction with adults in various community settings. This program provides the opportunity for promotion of personal relationships, to mitigate social isolation.

**Adolescent Support Program (ASP) and Finding Solutions** are two programs focused on early intervention strategies and diversion from the Child Protection system, for adolescents aged 10 to 17. These programs provide case management and mediation support to adolescents and their families, assisting in the prevention of further notifications or involvement of Child Protection.

**Integrated Families Services** program is focused on increasing the opportunities to strengthen the family unit as well as creating links to the community, working towards gaining a level of stability and minimising the need for statutory intervention through Child Protection.

**Leaving Care and Transitions** aim to improve the life opportunities, outcomes and independent living skills and housing options for young people leaving the statutory care system. Case management support is provided to young people between the ages of 16-21 years, who have been in statutory care and have limited access to independent accommodation and support.

**Navigator (Pilot Program)** is a program that is funded by the Department of Education and Training (DET) and is targeted at supporting students aged 12 to 17 years who are disengaged from education. The program operated at Junction is one of eight pilot programs in the State and is due for completion in December 2018.

**Wellbeing team:** Junction staff members are situated in local secondary schools and provide case management support, as part of an arrangement with DET locally to enhance student supports in schools.

**Choice Learning** is an alternative education option for young people. Junction work in partnership with DET to provide a support worker to facilitate the re-engagement of young people and their educational needs.

**Position Objectives:**

1. Ensure the needs of young people and their families are met by means of effective staff recruitment, training, development and support, particularly with relation to high quality case management practices and community development practices.
2. Ensure programs reflect best practice principles through consistency with regulatory requirements, internal policy and practice requirements and relevant sector standards.

3. Continually enhance the practice of the SAS programs through policy and program review and development.

4. Oversee the financial and administrative management of all SAS Programs by monitoring expenditure and assisting with the preparation of submissions for funding.

5. Participate in development of the service system in Ovens Murray area.

Organisational Context/Relationship:
The position of Specialist Adolescent Services Manager reports directly to the Client Services Manager/2IC.

Internal Liaison:
- CEO
- Client Services Manager
- SAS Team Leaders
- Other Managers, staff and volunteers
- Service Users

External Liaison:
- Local, State & Federal Government Departments
- Community Service Organisations
- Education and Training Providers
- Statutory Authorities
- Funding Body Representatives
- General Public
- Health Providers
- Peak Organisations

Key Responsibilities:

Service Delivery:
- Ensure staff manage service delivery and client support according to applied standards and standard operating procedures.
- Ensure client services are accessible, equitable and responsive to clients’ needs, and that clients are aware of their rights.
- Ensure that targets are met in all SAS program areas.
- Promptly identify and address issues where the delivery of service does not meet standards expected by the funding body or JSS.
- Define and monitor staff responsibilities relating to all areas within the service.
- Ensure the development and delivery of appropriate responses, to meet the changing needs of adolescents.
- Ensure SAS programs are managed in an effective and efficient way, in accordance with JSS’ policies and procedures.
- Identify new and innovative models of service delivery and individual support, and review existing models for innovative development.
- Ensure the process of risk management (identification, assessment and control) is incorporated into all aspects of service delivery.

**Staffing:**
- In conjunction with HR, recruit, develop and retain staff with the attitudes, knowledge, skills, abilities and qualifications to achieve quality service delivery and support to clients.
- Comply with current human resources management practices, policies and procedures.
- Ensure new staff receive appropriate induction and service orientation, and development and training according to their needs, ensuring the provision of high quality service delivery.
- Guide, encourage and support staff to make informed, evidence-based decisions.
- Operate within a strengths-based, client-focused practice when supervising and supporting staff.
- In accordance with JSS’ policies and OHS requirements, provide a safe work environment for clients and staff.

**Relationships:**
- All communication is undertaken in a manner that it open and transparent, respecting people’s right to privacy, dignity and confidentiality.
- Represent and present JSS effectively in the community.
- Collaborate and maintain relationships with other JSS Service Managers and staff.
- Develop new and maintain existing networks with relevant external agencies.
- Take opportunities to raise community awareness of JSS.
- Foster community collaboration and support on JSS projects and activities.

**Program Development and Review:**
- Proactively seek new funding opportunities to expand service options to existing and new clients.
- Liaise with key stakeholders in relation to the development, performance and review of the service.
- Participate in meetings relevant to program areas within JSS, funding bodies and external organisations.
Participate in relevant service regional and state-wide forums, and contribute to service planning and policy development.

Within the context of funding requirements, ensure systems are in place to monitor, review and analyse the service’s performance.

Promptly identify and address issues where service delivery does not meet internal and external standards.

Develop, implement and review the service’s Standard Operating Procedures.

In line with JSS’ Strategic Plan, develop, implement, monitor and review service and individual (in conjunction with staff) work plans.

Performance Development System:

- Actively participate in JSS’ Performance Development Framework (PDF) as per JSS’ Performance Development Policy.

- Participate in own training and professional development as identified through the PDF, and encourage the training and professional development of others.

- Ensure 100% compliance with all aspects of the PDF, both individually and across the SAS team.

The Organisation:

- Implement JSS’ aims and objectives through competent work practices.

- Comply with JSS’ policies and procedures, funding guidelines, and legislative requirements, and ensure that practice within the SASS programs is also compliant.

- Adhere to established protocols that exist between JSS’ and other service providers.

- Take financial responsibility for allocated programs, through the day-to-day management of program budgets, and the monitoring and review of expenditure.

- In collaboration with the Management Team, assist with planning and development of JSS’ future directions, including preparation of tenders and submissions for funding.

- Follow Occupational, Heath and Safety standards, guidelines and practices; identifying and reporting potential and actual hazards and managing risks.

- Provide input into the day-to-day operations of the organisation, as well as policy development and review.

- Maintain and promote JSS’ ideological framework of a strengths-based work practice.

- Contribute to team building principles.

- Individually contribute to ensure effective communication occurs within the organisation.

- Positively promote JSS and its programs at all times.

Administration:

- Ensure that relevant administrative procedures are adhered to across all SAS programs, including budgetary and reporting requirements.
- Ensure that statistical data is collected and forwarded onto appropriate funding bodies within specified timeframes, and that it is regularly reviewed and analysed.
- Monitor timesheets, time in lieu and annual leave in accordance with agency practices and policies.

**Other Duties:**
- Participation in JSS’ after-hours Duty Managers’ roster, after 3 months of employment.
- Operate within the delegated levels of authority.
- Other duties as required.

**Selection Criteria:**
- A relevant tertiary qualification such as Social Work, Psychology, Behavioural or Social Science.
- A minimum of 2 years proven experience in the management and supervision of staff.
- Proven ability to provide supervision, leadership, and direction from a sound theoretical knowledge.
- Ability to plan, develop, implement and evaluate programs and services.
- Demonstrated knowledge of the Case Management Framework and strengths-based approach to client services.
- Demonstrated knowledge of and experience working with:
  a. Department of Health and Human Services
  b. Department of Education and Training
  c. Department of Justice and Regulation

**Conditions of Employment:**

This position is for 76 hours per fortnight and is based in Wodonga. The service is operational Monday to Friday, 8:30am to 6.30pm. The position will require some work to be undertaken outside of normal working hours. There is no paid overtime, but any extra hours worked will be accrued as Time in Lieu.

The salary for this position is classified under the Social and Community Services (Victoria) Award 2010 as Social and Community Services Employee, level 8, Paypoint 1-3. The Paypoint selected as the commencement level of salary will depend upon qualifications and proven relevant experience, and includes the option of salary sacrificing. The terms and conditions of employment are in accordance with Junction Support Services’ Enterprise Agreement (known as Central Hume Support Services Enterprise Agreement 2009).

The remuneration package, based on JSS’ Management Structure of Level 1 to Level 4, includes salary, personal use of an agency vehicle, wages in lieu of some personal kilometres, and 6 weeks annual leave (with 17½% leave loading on 5 weeks). The notional per annum value of the remuneration package is $78,990.45 (Level 1) to $85,461.99 (Level 4). The starting Level is dependent upon qualifications and/or proven years of experience in program management, as well as proven experience in managing/supervising staff. The option to salary sacrifice is also available.
A maximum accrual of 14 hours time in lieu applies at any one time and is to be taken within one month of its accrual. No more than four weeks annual leave (pro rata for part time employees) is to be accrued without CEO approval.

Employer superannuation contributions will be paid to Superannuation Fund of choice, in accordance with the Superannuation Guarantee Charge Act.

A six (6) months probationary period applies. A probationary review before six (6) months will be undertaken.

The Specialist Adolescent Services Manager is required to participate in the organisation’s after-hours oncall ‘Duty Managers’ roster as per organisational policy.

Organisational vehicles are available for authorised use and are to be used at all times for work-related purposes in accordance with the organisation’s Motor Vehicle Policy. For this reason, it is a requirement that all employees hold a current driver’s licence whilst employed with the agency.

All leave entitlements accrued in a previous position with JSS will be carried over.

Application Process:

Junction Support Services does not bind itself to make any appointment whatsoever from applications received. Applications must include the following:

- a covering letter;
- brief statements addressing each of the selection criteria;
- your resume/CV detailing employment history;
- a completed Reference Checks Form providing the names and contact numbers of three professional referees (include current employer/supervisor) who can provide comment on the selection criteria

Applications must be received at Junction Support Services by in an envelope marked CONFIDENTIAL and received by 5:00pm 9th November 2017. Alternatively, applications can be sent to:

    Joanna Rath  
    Junction Support Services  
    PO Box 1490  
    WODONGA VIC 3689

Alternatively, emailed to: mailto:joanna.rath@junction.org.au

For any further questions relating to the position, please contact the Client Services Manager, Michelle: Ph. 02 6043 7470.

Applicants invited to attend an interview must bring to the interview their original certificate as proof of qualification.
Declaration of Current and Ongoing Capacity  
(To be completed by successful applicant only)

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

a) The knowledge, skills and attitudes required; and
b) My physical and psychological capacity to undertake the work.

I understand and accept that I must also comply with JSS’ policies and procedures.

Additionally, I agree to notify Junction Support Services of any change in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my driver’s licence and/or my ability to meet legislative requirements such as the Working With Children Check and police check.

Signed: .................................

Witnessed: .................................

Date: .................................

Junction Support Services is a child safe organisation and is proud to be an equal opportunity employer.
Reference Checks

I, <name>……………………………………………………, consent to any reference checks that may be necessary to support this application.

Please give the names and telephone numbers and of three professional referees whom we can approach for references. These people will need to be able to adequately comment on the specifics of your work performance. Ideally this would be a current supervisor or direct manager, and therefore no personal referees should be supplied. Please note the third referee is required to ensure our recruitment process remains efficient and therefore, they may not be contacted.

Referees

1. Name: ........................................... Phone Number: ............................................
   Organisation: ............................................
   Relationship: ............................................
   (eg, supervisor, manager, lecturer)

2. Name: ........................................... Phone Number: ............................................
   Organisation: ............................................
   Relationship: ............................................

3. Name: ........................................... Phone Number: ............................................
   Organisation: ............................................
   Relationship: ............................................

I confirm the above referees have consented to act as a referee on my behalf and have given me permission to release their contact details to Junction Support Services for the purpose of this application. I understand that failure to gain the consent of the persons listed above to act as referees and provide their contact details may result in Junction Support Services not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with Junction Support Services’ Privacy Policy, including the provision of access to that information.

I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge, the above information and that submitted in any accompanying documents is correct.

Applicant’s Signature: ............................................ Date: ............................................

How did you hear about this position (please tick applicable box):

☐ Internet  ☐ Newspaper
Police Checks

Supporting Documents

- DHHS Service Agreement Information Kit for Funded Organisations – 4.6 Safety screening for funded organisations
- Information Privacy Act 2000 (Vic)
- CrimCheck Service Agreement (contract)
- JSS Child Safety Policy
- JSS Student Placement Policy

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<td>Policy Administration</td>
<td>Human Resources Manager – Development, implementation and consultation</td>
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<tr>
<td>Approval Date</td>
<td>9 February 2016</td>
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1. ORGANISATIONAL CONTEXT

As a Community Service Organisation funded by the Department of Health & Human Services (DHHS), Junction Support Services (JSS) is mandated to comply with applicable DHHS policy directives. The Safety screening for funded organisations is one such policy directive.

JSS is required to maintain all documentation related to police checks for current employees, volunteers and students for the purpose of external audits authorised by DHHS. This includes, but not limited to, completed informed consent forms, certified copies of ID, National Criminal History Reports and Disclosable Police Record Assessment Reports.

2. POLICY STATEMENT

Junction Support Services (JSS) has a commitment to protect and not place at unreasonable risk vulnerable people, members of the communities we serve, the JSS workforce and anyone who enters a JSS workplace.

All JSS people who are in the scope of this policy must undertake a police check prior to commencement and every 3 years thereafter. They must also advise Human Resources if during their employment (paid/unpaid) or placement with JSS they are charged with, or convicted of a criminal offence.

In conducting a police check, JSS is demonstrating due diligence and equity and fairness in its selection and appointment of existing and prospective JSS people. JSS is an accredited agency approved to access the CrimTrac National Police Checking Service (NPCS) through its Accredited User, CrimCheck. CrimCheck applications (informed consent form) are conducted in a face-to-face interview with
the applicant. In the event that a police check through CrimCheck is not practicable (eg, applicant’s distance from JSS), a national police check may be requested through Victoria Police or similar authority.

Except in the case of student placements (refer to JSS’ Student Placement Policy), JSS will not accept a previous police check or a police check completed from another organisation. Where an applicant has resided outside of Australia, JSS may require the applicant to provide an international police clearance (refer to clause 5.1 below).

JSS pays for pre-employment and post-employment police checks but does not pay for international police clearances or student placement police checks.

In conducting a police check, JSS will always comply with:

- all relevant state and federal legislation, in particular legislation which prevents discrimination on the basis of criminal records;
- the Commonwealth Spent Convictions Scheme;
- its obligations as set out in the Contract with CrimCheck; and
- its obligations as set out in the Service Agreement with the Department of Health and Human Services (DHHS).

CrimCheck acknowledges JSS’ obligations under its Service Agreement with DHHS in relation to retention of police check documentation and discussion with an external third party in the case of a disclosable record. However, where there are inconsistencies between JSS’ Contract with CrimCheck and DHHS’ Service Agreement with JSS, the Human Resources Manager shall seek clarification and direction from both parties.

This policy sets out JSS’ approach to obtaining a national police check as a pre-requisite for employment and/or placement in all JSS positions and as a condition of continuing employment and/or placement.

3. SCOPE

This policy applies to all existing and prospective JSS employees, volunteers and students.

The 3 yearly police check on existing employees and volunteers does not include employees in the following positions:

- CEO
- Human Resources Manager
- Recruitment and Wellbeing Officer
- Human Resources Administration Assistant
- Commercial and Finance Manager
- Accounts Payable and Payroll Officer
- Accountant

4. RESPONSIBILITY
4.1 Compliance with this policy

All people referred to in the scope are required to comply with this policy.

4.2 Human Resources

- is responsible for and have the authority to request a police check through CrimCheck
- must protect Police History Information at all times
- must retain existing employees’, volunteers’ and students’ Police History Information for external audit purposes
- must not retain Police History Information beyond termination of employment (paid/unpaid) or placement
- must not reproduce Police History Information
- is responsible for the overall management of Police History Information
- assesses all disclosable outcomes

5. PROCEDURE

A police check can only be requested for the purposes of employment screening of existing and prospective employees and volunteers, and for the purposes of placement screening of prospective students.

Junction Support Services (JSS) is obligated to discuss all police checks resulting in a disclosable record with appropriate authorities within the Department of Health and Human Services.

All documentation relating to a person’s police check must be shredded in the event of no formal offer of employment (paid/unpaid) or placement, or upon termination of employment.

5.1 Pre-employment Police Checks, including volunteers

All prospective applicants are to complete a satisfactory national police check and, if applicable, an international police check prior to a formal offer of employment or engagement in a volunteer position. Verbal offers of employment are contingent upon, but not limited to, a satisfactory police check.

During the recruitment process, applicants must be advised of the requirement to undertake a police check.

Police checks on prospective Residential Care Worker applicants are completed at the time of interview for the position.

Police checks on prospective successful applicants for all other positions, including
volunteers are completed following the verbal offer of employment.

A police check can only be requested (lodged with CrimCheck) after a National Police Checking Service (CrimCheck) informed consent form and JSS’ Consent to Release Police History Information to a Third Party form [Appendix 1] have been completed by the applicant whose name will be checked and identity has been established using the CrimCheck 100-point check methodology.

Police check applications (consent) are processed by Human Resources through CrimCheck in accordance with contractual obligations.

When a police check is completed, JSS will retain as its permanent records the original completed consent and acknowledgement forms and confirmation that a police check has been conducted.

**International Police Check:**

As well as an Australian national police check, applicants who have resided continuously in an overseas country for 12 months or more in the last 10 years must provide JSS with a satisfactory international police check (at own cost) prior to a formal offer of employment.

Information on how to obtain international police checks can be found on the Department of Immigration’s website: [www.immi.gov.au/allforms/character-requirements/](http://www.immi.gov.au/allforms/character-requirements/)

Applicants must be informed through the recruitment process of the requirement to provide an international police check should the above criteria apply.

Where an international police check cannot be obtained or one month has lapsed since the applicant was informed of the requirement for an international police check, a statutory declaration [Appendix 2] from the applicant and 2 character reference checks from individuals who personally knew the applicant while they were residing in the other country must be completed. The credentials of the persons acting as referees must be verified and can include previous employers, government officials and family members. The applicant must be informed that referees will be asked whether they have knowledge or information concerning the applicant which would adversely affect the applicant from performing the job, including any criminal offences.

Before conducting overseas reference checks, Human Resources will ascertain from the applicant the steps he/she has taken to try to obtain and international police check.

International police checks required for visa applications to work in Australia cannot be transferred and are not recognised by the Department of Health and Human Services. Therefore, they will not be accepted by JSS.

### 5.2 Pre-placement Police Checks

All prospective students are required to provide (at their own cost) a national criminal record check (police check) prior to a formal agreement for placement. The date of issue on the National Police Certificate must not be more than 3 months at
commencement of placement.

A disclosable police record will be assessed as per clause 5.4 of this policy.

For international students or students who have resided in an overseas country for 12 months or more in the last 10 years, as they are only in Australia for a short period, the requirement for obtaining an international police check is waived. However, they must complete a Statutory Declaration [Appendix 3] declaring they do not have:

- any charges laid against them by police concerning any offence committed in Australia or in another country in the past; or
- any offence of which they have been found guilty, committed in Australia or in another country in the past.

The Statutory Declaration must be provided to Junction Support Services prior to a formal agreement for placement.

The National Police Certificate will be returned to the student on the final day of placement.

5.3 Post-employment Police Checks, including volunteers

National police checks must be conducted once every three years on all existing employees and volunteers covered by the scope of this policy.

A 3-yearly police check can only be requested (lodged with CrimCheck) after a National Police Checking Service (CrimCheck) informed consent form and a Junction Support Services’ (JSS) Consent to Release Police History Information to a Third Party form (Appendix 1) has been completed by the applicant whose name will be checked and identity has been established using the CrimCheck 100-point check methodology.

When a 3-yearly police check is completed, JSS will retain as its permanent records the original completed consent and acknowledgement forms and confirmation that a police check has been conducted.

There is no further requirement for an international police check after employment (paid/unpaid) has commenced.

5.4 Police Check Resulting in a Disclosable Record

A disclosable police record (national/international) does not automatically preclude a person from a job or placement with Junction Support Services (JSS). JSS must not discriminate on the grounds of a criminal record when making a decision. It is not an act of discrimination to find a person unsuitable for a particular role if the criminal record means that he or she is unsuitable to perform the inherent or essential requirements of that role or poses an unreasonable risk for clients, staff and the organisation.

Human Resources will manage the assessment process, including communication with the Department of Health and Human Services (DHHS), for all police checks requested by JSS that result in a disclosable record. In order to determine a person’s suitability for
employment, placement or ongoing employment assessment of the disclosable record is made in accordance with the assessment criteria detailed below.

**Assessment Criteria:**

- The relevance of the criminal offence in relation to the job or placement.
- The nature of the offence and the relationship of the offence to the particular job or placement for which the applicant is being considered.
- Whether the person pleaded guilty.
- Whether the person had legal representation when making the decision to plead guilty or not guilty.
- The length of time since the offence took place.
- Whether the person was convicted or found guilty and placed on a bond.
- Whether there is evidence of an extended police record.
- The number of offences committed which may establish a pattern of behaviour which renders the applicant unsuitable.
- Whether the offence was committed as an adult or juvenile.
- The severity of the punishment imposed.
- Whether the offence is still a crime, that is, has the offence now been decriminalised.
- Whether there are other factors that may be relevant for consideration.
- The person’s general character since the offence was committed.

**JSS Police Check Assessment Panel:**

The Assessment Panel for all police checks resulting in a disclosable record shall comprise of the Human Resources Manager or Recruitment & Wellbeing Officer (whomever undertakes the assessment) and two members of JSS’ Committee of Management, with one, wherever practicable, being the Chairperson.

1. Human Resources shall interview (Skype may be an option) the prospective applicant or existing employee to assess the disclosable police record following the above assessment criteria; reminding the applicant or existing employee that JSS is required to discuss his/her Police History Information with applicable authorities in DHHS.

2. Human Resources shall convene JSS’ Police Check Assessment Panel, providing the Assessment Report to Panel members prior to the Panel convening.

   *Note: The criminal history information contained in the police check results is not to be copied verbatim in the Assessment Report. A summary only is provided.*

3. JSS’ Police Check Assessment Panel shall determine employment/placement suitability based on the assessment criteria listed above. Human Resources shall document the Panel’s decision and rationale on the Assessment Report.

4. Human Resources shall inform the applicant or existing employee of the decision and the rationale.

JSS’ decision not to employ a person or provide a placement, base on the thorough assessment, is final. An appeal process does not apply.
Communication with the Department of Health and Human Services (DHHS):

Human Resources must advise (telephone and email) DHHS’ Ovens Murray Local Connections Manager (Cecily Fletcher, 0400 897 499 / Cecily.Fletcher@dhs.vic.gov.au) immediately of any police check resulting in a disclosable record and the assessment/decision timeframe.

Human Resources shall communicate JSS’ Police Check Assessment Panel’s decision and rationale with DHHS’ Ovens Murray Local Connections Manager prior to the required discussion with DHHS’ Ovens Murray Area Director.

In the event of a negative decision by JSS’ Police Check Assessment Panel, Human Resources is required to discuss the decision and rationale with DHHS’ Ovens Murray Area Director (Paul Knowles, 03 5722 0913 / Paul.Knowles@dhs.vic.gov.au) prior to informing the applicant or existing employee. The Area Director cannot direct or override the decision but should provide their opinion regarding JSS’ decision. Following the discussion, the Area Director should send an email to Human Resources to confirm the outcome of the discussion. The Area Director’s email shall be attached to the Assessment Report.

6. Storage and Disposal

JSS shall treat all Police History Information with the highest level of confidentiality and privacy in accordance with relevant legislation and standards.

Where JSS’ decision is not to employ or provide a student placement, all Police History Information shall be destroyed once the applicant has been informed of JSS’ decision.

Police History Information for existing employees, volunteers and students shall not be stored on employees’, volunteers’ or students’ personnel file but shall be stored by Human Resources in a separate file in a locked filing cabinet.

On termination of employment (paid/unpaid), the employee’s Police History Information shall be destroyed.

As students have paid for their police check, the Police Certificate shall be return to the student on the final day of placement.

7. Breach of this Policy

Any breach of this policy may result in disciplinary action, up to and including termination of employment. Disciplinary procedures that can be actioned by Junction Support Services (JSS) will be in line with JSS’ Disciplinary Policy and Procedure. If an individual’s conduct results in a breach under law, they may also be personally liable.

A prospective employee, volunteer or student who does not agree to a pre-employment/pre-placement police check (national and/or international) or, in the event of a disclosable record, refuses consent to release information to a third party shall not be offered employment.
An existing employee or volunteer who does not agree to a 3-yearly police check or, in the event of a disclosable record, refuses consent to release information to a third party shall have their employment or volunteer position terminated.
Police Check Resulting in a Disclosable Record

CONSENT TO RELEASE POLICE HISTORY INFORMATION TO A THIRD PARTY

Junction Support Services (JSS) is a funded organisation of the Department of Health and Human Services (DHHS). Under its Service Agreement with DHHS, JSS has an obligation to discuss with appropriate authorities in DHHS national and, where applicable, international disclosable police records of prospective employees, volunteers and students and of existing employees and volunteers. The purpose of these discussions is for DHHS to monitor JSS’ application of safety screening.

In the event that my police check results in a disclosable record I, (full name) ............................

.........................................................., of (address) ..........................................................

hereby consent to Junction Support Services discussing my police record with the Department of Health and Human Services’ Ovens Murray Local Connections Manager and Ovens Murray Area Director.

Signature: ..................................................

Date: ..................................................

Appendix 2

SAFETY SCREENING STATUTORY DECLARATION – REFUGEES/ASYLUM SEEKER
[full name]

of

[address]

do solemnly and sincerely declare that I have fully disclosed in writing to [organisation], all details of:

• any charges laid against me by police concerning any offence committed in Australia or in another country in the past
• any offence of which I have been found guilty, committed in Australia or in another country in the past
• any formal disciplinary action taken against me by any current or former employer
• any finding of improper or unprofessional conduct by me by any Court or Tribunal of any kind
• any investigations I have been the subject of by an employer, law enforcement agency or any integrity body or similar in Australia or in another country

and that a copy of my responses to the above issues which I have provided to [organisation] as part of the recruitment process to a position of the [organisation] is attached hereto.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at:

__________________________________________________________

On the ____________________day of____________________________20________

Signature of person making this declaration
[to be signed in front of an authorised witness]

Before me,

__________________________________________________________

Signature of Authorised Witness

The authorised witness must print or stamp his or her name, address, and title under section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (Vic). (e.g. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist, some public servants)
Appendix 3

SAFETY SCREENING STATUTORY DECLARATION – STUDENT PLACEMENT

________________________

[full name]

of ________________________________

[address]

do solemnly and sincerely declare that I have fully disclosed in writing to [organisation], all
details of:

• any charges laid against me by police concerning any offence committed in Australia or in
  another country in the past

• any offence of which I have been found guilty, committed in Australia or in another country
  in the past

and that a copy of my responses to the above issues which I have provided to [organisation] as
part of the recruitment process to a position of the [organisation] is attached hereto.

I acknowledge that this declaration is true and correct, and I make it with the understanding
and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at: ________________________________

On the _________________________ day of _______________________________ 20_____

________________________

Signature of person making this declaration
[to be signed in front of an authorised witness]

Before me,

________________________

Signature of Authorised Witness

The authorised witness must print or stamp his or her name, address, and title under
section 107A of the Evidence (Miscellaneous Provisions) Act 1958 (Vic). (e.g. Justice of
the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical
Practitioner, Dentist, some public servants)