

Position Description

Position Title:	Senior Prison and Youth Justice Chaplain
Program:	Community Services
Location:	Negotiable. Regular travel to other locations will be required.
Reports To:	Senior Manager, Community Services
Award and Classification:	<i>Social, Community, Home Care and Disability Services Award 2010, Level 6</i>

This Position Description intends to describe the general scope, level of work, accountabilities and responsibilities of the position. It does not necessarily include all duties and responsibilities.

This Position Description may be altered in accordance with the changing requirements of the position.

About CatholicCare Victoria

CatholicCare Victoria (CCV) is a leading and influential provider of community services across Victoria. The Mission of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our Mission for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, youth, adult and older persons services (individuals, couples and families) across family and care services, family relationship and wellbeing services, family dispute resolution services, school counselling, chaplaincy and pastoral care services, homelessness and housing support, emergency relief, refugee and asylum seeker support services, and victims of crime support from various office locations and delivery sites across Victoria.

One of our primary areas of investment in addressing homelessness is through our subsidiary CatholicCare Victoria Housing (CCVH) and in partnership with Government we continue to construct new homes across Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity and embrace diversity in an inclusive work environment.

About Client Services

Client Services comprise client services and activities across CatholicCare Victoria with a range of diverse practitioner positions across disciplines. Programs are funded primarily from federal and state government and philanthropic sources.

Client programs and services are grouped as follows:

- Client Services Operations – all client facing service delivery across children, youth, adults and older persons (individuals, couples and families) with target programs within the streams of Family Relationship and Wellbeing Services, Family Law Services, Homelessness and Housing Support, Communities for Children, Family Services and Community Services.

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- Service Development and Growth - including Schools Unit and CatholicCare Victoria Tasmania (CCVT) contract management.

CatholicCare Victoria Values

Values	Behaviour
Respectfulness	We value people for who they are and recognise what they are doing. We interact with others honestly and in a positive, considerate, and caring manner.
Integrity	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promises.
Inclusivity	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen to a voice to be heard.
Collaboration	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.
Compassion	We connect with each other's stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.

About Prison and Youth Justice Chaplaincy and Pastoral Care Program

The Chaplaincy and Pastoral Care program is designed to offer spiritual and emotional support to individuals across prisons and correctional centre settings, addressing their needs with compassion, respect, and sensitivity. The program aims to provide holistic care that complements physical and mental health services.

The program ministry seeks to promote the development and understanding of restorative justice, which focuses on rehabilitation of offenders through reconciliation with victims and the community at large.

Chaplains and Pastoral Care Workers visit adult and youth men and women in every prison and correctional centre within Victoria and work as part of an interfaith network, working alongside chaplains and pastoral care workers from other faith groups.

Chaplains and Pastoral Care Workers provide a range of supports including:

- personal visits to maximum, medium and minimum security prisons, and correctional centres, as well as to people in solitary confinement
- confidential, compassionate, non-judgemental listening
- supporting with grief, loss and challenging situations
- supporting adjustment to prison and correctional centre surroundings
- Catholic religious services, including Masses, other sacraments as required, and liturgies
- spiritual readings and symbols of the Catholic faith, such as crosses, bibles and rosary beads
- supporting return to society following incarceration
- connecting to other supports and services

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Position Summary

The position is responsible for ensuring the effective and efficient coordination of the Prison and Youth Justice Chaplaincy and Pastoral Care program. The position is also responsible for coordinating and monitoring caseloads, including providing support, guidance and supervision to staff to ensure positive client outcomes.

The Senior Prison and Youth Justice Chaplain provides spiritual and emotional support to residents, Corrections Victoria (CV) and other staff working within correctional facilities. This leadership role involves managing a team of pastoral care workers, liaising with Catholic church authorities, coordinating Catholic and interfaith services, and ensuring that the spiritual needs of the incarcerated population are met with compassion, respect, and professionalism.

The Senior Prison and Youth Justice Chaplain is responsible for the recruitment, management and support of volunteers, in cooperation with the relevant CCV staff.

The Senior Prison and Youth Justice Chaplain will work collaboratively with other Team Leaders and Managers to ensure that a cohesive team delivers the best and most consistent results for our clients across CatholicCare Victoria.

The position has leadership and operational responsibility across the program to ensure quality and viability in service delivery and professional practice.

Develop and maintain communication links and co-operative arrangements with funding bodies, Catholic dioceses, community service providers and other key stakeholders.

Contribute to the broader planning, development, operations and evaluation of CatholicCare Victoria services.

Promote the development of a positive organisational and workplace culture.

Regular travel will be required across Victoria in the performance of the role for direct service delivery, supervision and organisational and funding body purposes.

Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Program Delivery and Reporting	• Manage a varied client caseload through both supervision of staff and personal direct service delivery including managing a waiting list/active hold where required • Report monthly to the Senior Manager on progress against targets, objectives, deliverables and expenditure against budgets • Manage client and staff matters in the program • Contribute to the development of funding proposals and tenders, service models, research and innovation • Undertake and complete all reporting requirements in a timely and accurate manner
Program Development	• Participate in the formation of programs and work practices • Support the Senior Manager in implementing operational/business plans for the program

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Leadership and People Management	• Promote a positive workplace culture with a high performing, engaged team • Supervise and coach direct reports to support them in the achievement of their goals • Support the Senior Manager in ensuring the effective implementation of workforce planning and recruitment • Complete onboarding, probation, performance review and development, and learning and development processes in accordance with People policies and procedures • Proactively implementing conflict and grievance resolution processes in accordance with People policies and procedures • Complete probation and performance management processes in accordance with People policies and procedures
Financial Management	• Liaise with CV and private operators on contract and funding matters, including regular invoicing as required. • Contribute to the preparation and monitoring of program budgets • Ensure the program and services are able to operate effectively within budgets
Relationship Management	• Represent CatholicCare Victoria, as appropriate, in liaison with agencies, parishes, government and business at local, community and regional levels • Liaise with other services about demand management, referrals and service delivery issues
Quality and compliance	• Work collaboratively with stakeholders and implement CatholicCare Victoria's continuous quality improvement approach throughout the program and service area – including the implementation Quality Work Plan for all programs and services • Ensure a culture mindful of risk management, health and safety at all times • Support the Senior Manager and Operations team to ensure all sites (including outposts), motor vehicles, IT systems are appropriate and managed to ensure optimal delivery of service to clients
Site Management	• Oversee and undertake responsibility for local site management issues including health and safety, administration and related matters as required

The position is also required to perform other duties as lawfully and reasonably directed.

Reporting and/or Supervision Relationships and Authority

Reporting Relationship:

The position works under the limited direction of and reports to the Senior Manager, Community Services.

Position/s reporting to the Senior Prison and Youth Justice Chaplain:

The position is expected to provide first level supervision and management of employees, including setting outcomes for the work area for which they are responsible.

Authority:

The position exercises first level supervisory responsibility for the Program. The position allows the incumbent the scope to influence the operational activities in their program.

The position has significant delegated authority from the Senior Manager, Community Services.

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Position Breadth:

The Senior Prison and Youth Justice Chaplain is accountable for small to medium program areas and assists the Senior Manager, Community Services with contracted funding, budget and accreditation responsibilities.

Stakeholder Relationships

Internal Relationships:

The Senior Prison and Youth Justice Chaplain:

- works closely with Managers, other Team Leaders and the position's direct reports
- works with Support Services to monitor program budgets
- works with People team to ensure a positive workplace culture and implementation of People policies and procedures

External Relationships:

As agreed with the Senior Manager, Community Services, the Senior Prison and Youth Justice Chaplain establishes and maintains key external relationships including but not limited to:

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- Catholic church authorities at diocesan and parish level working groups and reference groups with peak bodies and other stakeholders, including ecumenical and interfaith groups
- Government departmental liaison and service delivery management in particular the Department of Justice
- other funding bodies

Organisational Responsibilities of the Position

Workplace Health and Safety (WHS)

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

The position is also required to ensure a safe and healthy work environment for all employees, contractors, clients, volunteers and visitors.

Cultural Safety and Respect

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

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The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

The position is required to work with culturally and linguistically diverse people in a culturally safe and respectful way.

Safety of Children, Young People and Vulnerable Adults

CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

Risk Management, Accreditation and Quality Improvement

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

Policies, Procedures and Legislative Requirements

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee code of conduct*
- information privacy and confidentiality;
- equal opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

Key Requirements

Qualifications and/or Training

1. Relevant tertiary qualification, preferably in Theological or Pastoral Care, or similar related discipline
2. An active member of the Catholic Church with a strong commitment to the Catholic ethos, especially Catholic Social Teaching
3. At least one unit of Clinical Pastoral Education (CPE) or equivalent supervised pastoral education, or a demonstrated capacity to begin progress towards this

Experience

4. Demonstrated experience in the delivery of health, justice, social or community services
5. Demonstrated experience in providing professional supervision to client-facing staff in the delivery of human services programs in a multi-disciplinary setting

Knowledge, Skills and Attributes

6. A well-developed sense of a personal, spiritual identity with the capacity to nourish self and others
7. An understanding of loss and grief issues and ability to listen without judgement and provide spiritual and emotional support
8. Sound understanding of relevant legislative requirements and funding body frameworks and guidelines
9. Demonstrated capacity to build and maintain effective and collaborative relationships with a broad range of stakeholders and sensitivity to and respect for diverse cultural and religious backgrounds.

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10. Demonstrated ability to work autonomously and as a key member of operational teams
11. Demonstrated awareness of the role of a faith-based organisation committed to diversity and inclusion of all clients, communities, staff and volunteers
12. Demonstrated interpersonal, written and verbal communication skills and working knowledge of Microsoft Office suite and windows operating environment, including Word, Excel and PowerPoint

Child Safety

13. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards*, *National Principles for Child Safe Organisations*, *Child Safe Standards* and any other relevant legislation.

Other Requirements

- Current driver's licence.
- Current Victorian Working with Children Check.
- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas.
- International Police Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s.

It is the incumbent's responsibility to maintain a current valid Driver's Licence, Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertake a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

Signatures

This section is to be signed upon appointment:

Name:	
Signature:	
Date:	

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