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Position Description

Position Title:	Youth Justice Chaplain L2
Program:	Prison and Youth Justice Chaplaincy and Pastoral Care, Community Services
Location:	Parkville Youth Justice Custodial Centres and CatholicCare Victoria office East Melbourne
Reports To:	Senior Prison and Youth Justice Chaplain

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 charitable and social services in 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, family and youth services, family relationship services, school counselling and pastoral care services, social housing, advocacy services across various office locations and delivery sites in 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 are constructing new homes across Victoria.

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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.

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 Client Services

Client Services comprise client programs and services across CatholicCare Victoria with a range of diverse practitioner positions across multiple programs. Programs are funded from Federal, State and philanthropic sources.

Client programs and services are grouped as follows:

- Client Services Operations – a range of child, youth, adult and older persons services (individuals, couples and families) across family services and kinship care, counselling, family relationship and parenting support, mental health and wellbeing, respite and carer support, family and property dispute resolution, parenting orders program, children's contact service, school counselling and wellbeing, prison chaplaincy and pastoral care, youth justice services, homelessness and housing support, victims of crime support, emergency relief and financial counselling, settlement, refugee and asylum seeker services and CALD alcohol and other drugs support.
- Service Development and growth including the Schools Program and CCVT contract management.

Youth Justice Chaplains engage with the young people within Malmsbury, Cherry Creek and Parkville Precincts. Chaplains work as part of an interfaith network, working alongside chaplains from many other faith groups. Chaplains can help young people in custodial centres to feel less along, show them support and care, give them hope for a brighter future and empower them to lead a positive and fulfilling life.

Our Pastoral Care Practitioners and Prison Chaplains listen, connect, and endeavour to understand and comfort people who may otherwise feel lost or abandoned.

This position supports everyone regardless of faith or religious background and can also provide support to prisoners' family members and/or significant people in their lives.

Our ministry seeks to promote the development and understanding of Restorative Justice, which focuses on rehabilitation of offenders through reconciliation with themselves and the community at large.

Position Summary

The role of the Youth Justice Chaplain L2 encompasses the following key areas: religious activities and support; spiritual and pastoral care; welfare; and liaison and advocacy.

This position is to provide chaplaincy and pastoral care support at Parkville Youth Justice Precinct, through individualised spiritual and pastoral care support to Young People residing at this centre.

CCV chaplaincy services may also provide support to young peoples' families and friends and undertake liaison on behalf of young people in matters of religious, social, and human concern. In addition, pastoral care may be offered to staff within prisons and correctional centres.

The Youth Justice Chaplain L2 is an integral member of the larger chaplaincy and pastoral care team, contributing to the delivery of high-quality pastoral care services across prisons and correctional centres throughout Victoria. The role requires responsiveness to the diverse personal, spiritual, and religious needs of residents, their families, and staff, delivered with sensitivity, respect, and professionalism.

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
Religious activities and Support	Religious activities include, however are not limited to: • Conducting religious services such as prayer and/or liturgical services and assisting as appropriate with ecumenical/interfaith services. • Performing religious ceremonies for residents and/or staff, including Special Services – e.g. Easter, Christmas, Memorial Services. • Religious education. • Provision of religious items. • Conducting, attending or supporting Catholic prayer and/or liturgical services.
Spiritual and pastoral care	• Provide spiritual and pastoral care to young people and their families and staff when requested. • Assisting young people with personal problems and feelings such as guilt, loneliness, despair, lack of hope or purpose, family separation and grief. • Supporting young people in crisis situations, such as illness, trauma and death. • Provision of spiritual and pastoral advice with an emphasis on rehabilitation. • Provision of emotional support to visiting families or friends. • Provision of a 'moral presence' representing community values within the correctional environment. • Assisting young people to understand why the criminal justice or prison systems, or other service systems, may act or respond in the way they have. • Assisting young people to understand and adapt to the correctional centre environment. • Assisting young people plan for the issues they will face upon release. • Provision of spiritual or general advice or counselling ensuring same does not conflict with that contained within specific treatment or offence specific programs the young person may be engaged with. • Inform, facilitate and encourage young people to observe significant religious fasts, feasts and festivals (e.g. Easter, Christmas, memorial services). • Provide information to and be a resource for, Youth Justice Custodial Services regarding diversity of religious/cultural expressions and practices existent among young people in custody. • Provide faith related materials such as bibles, books, prayer beads, prayer mats, etc. • Guide and assist correctional centre employees to provide greater and more informed support to young people on matters of spiritual, religious and pastoral care.
Welfare	• Occasional material assistance. • Practical help in exceptional circumstances.

	• Support where prisoners lack other supports.
Liaison and Advocacy	• Youth Justice Chaplains can liaise with and provide advocacy for young people both inside and outside of the prison ensuring there is no crossover of support from other service providers. This relates to religious rights, pastoral welfare and access to services. • Raising issues or concerns with the centre management on behalf of a young person in relation to their religious rights and welfare. • Assist in negotiating with other groups and individuals outside the correctional centre on behalf of young people (e.g., DFFH, housing landlords). • Liaison with, and referral to, other support services inside and outside the centre. • Liaison between young people and their families. • Advocacy is pastoral and religious in nature and does not replace or duplicate statutory or clinical roles.
Teamwork	• Work independently and collaboratively as a member of a wider multi faith Chaplaincy team within a pluralist environment to provide comprehensive chaplaincy services to all young people at the centre. • Support and assist ministry volunteers and clergy in their roles. • Assist with the induction and formation of Catholic clergy, Volunteers and new chaplains. • Work in collaboration with key stakeholders, such as Regional Liaison Chaplains, clergy, CatholicCare Victoria (CCV) volunteers, and prison staff. • Actively participate in team activities (e.g. meetings, conferences).
Professional Development & Compliance	• Maintaining quality, timely records as required. • Engage in supervision with line manager and supervision with an approved pastoral supervisor and participate accordingly. • Maintain a high level of professional standards. Comply with the relevant Youth Justice and specific correctional centre regulations and Guidelines for the provision of chaplaincy services in Victorian Public Prisons. • Record hours in and outside prisons and submit 'hours returns' to the Senior Prison and Youth Justice Chaplain by the required dates. • Maintain a continual learning culture and attend professional development as required. • Operate within all CCV Victoria policies, procedures, and practice guidelines, legislative requirements. • Contribute to continuous quality improvement at CCV and Prison Chaplaincy services including the reporting of risks and incidents. • Participate in training and education relevant to the role as identified. • Engage and participate in supervision with line management. • Participate in performance management reviews. • Maintain a continual learning culture and participate where possible in gaining and sharing advanced skills.

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 reports to and works under the direction of Senior Prison and Youth Justice Chaplain.

Position/s reporting to Position:

N/A

Authority:

The position is required to adhere to established work practices and sets priorities and monitors workflows in the position's area of responsibility.

The position is required to exercise a degree of autonomy.

The position works within CatholicCare Victoria standards and procedures and Corrections Victoria.

The position is required to work within the relevant delegation's policy, procedure and guidelines of CatholicCare Victoria.

Stakeholder Relationships

Internal Relationships:

Operates as part of a team working with Senior Manager Community Services, Senior Prison and Youth Justice Chaplain, Chaplaincy and Pastoral Care Team members, Volunteers, other CatholicCare Victoria colleagues.

External Relationships:

Networks include, however not limited to; Multi faith Chaplains, St. Vincent de Paul, VACRO, ACSO, Heads of Churches Chaplains' Advisory Committee, Groups within prison, Department of Justice, Corrections Victoria, and Victims of Crime.

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.

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

An active member of the Catholic Church with a strong commitment to the Catholic ethos, especially Catholic Social Teaching

Qualifications and/or Training

1. Satisfactory completion of a qualification in theology, pastoral ministry or religious education gained at a tertiary or adult education institution with units completed in the following areas: Scripture, Christian Faith, Pastoral Theology, and Sacramental Life.

Experience

2. Demonstrated experience in the provision of religious activities and supports spiritual and pastoral care, welfare and advocacy preferably in custodial settings.
3. Experience in the provision of religious support, spiritual and pastoral care services for young people regardless of their religious affiliation.

Knowledge, Skills and Attributes

4. Ability to work effectively in, and contribute to, a positive and productive multidisciplinary correctional centre staff environment and CatholicCare Victoria's Youth Justice and Prison Chaplaincy team.
5. Must be proficient in Microsoft office suite.
6. Ability to provide and lead worship services and ceremonies for young people and/or staff, religious education and provision of approved religious items.

7. Ability to work in a very secular, hierarchical correctional centre environment, and follow strict procedures for the safety and security of staff, residents and visitors.
8. Ability to adapt to a different culture and to grow in 'jail culture' awareness given the unique social dynamics, risks and, stressors inherent in this type of environment.
9. An awareness of the complexity of personal and social issues relevant to many young people (e.g. homelessness, substance misuse, mental health, grief and trauma).
10. Ability to listen without judgement and provide emotional and spiritual care for people experiencing loss and grief.
11. Ability to manage one's own self-care (i.e. tend to own physical, emotional and spiritual wellbeing) and resilience to the pressures associated with the unique prison environment.
12. Well developed sense of personal and spiritual identity and interpersonal boundaries.

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.

14. Demonstrated knowledge and application of child safe legislation, principles, standards and practices.

15. Demonstrated understanding of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.

Other Requirements

- Current valid 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).

There will also be further Prison requirements, eg. security awareness, that will need to be undertaken by the successful applicant.

Signatures

This section is to be signed upon appointment:

Name:	

Signature:	
Date:	