Woorabinda Aboriginal Shire Council
Position Description

Job Title:	**DFV – Male Court Support Worker**
Award:	*Queensland Local Government Industry (Stream A) Award - State 2017*
Division and Section:	Division 2: Section 1 - Administration, Clerical, Technical, Professional Community Service, Supervisory and Managerial Services
Classification:	Level 2, Year 1
Employment Type:	Permanent/Part-Time
Department:	Community Services
Reports to:	Community Services Manager
Approved:	Kevin Bell, Chief Executive Officer
Date:	16th April 2026

POSITION OBJECTIVE

The position supports and delivers service for Woorabinda Community Justice Group (WCJG) mainly in Woorabinda although service can extend to Emerald and Rockhampton, if needed.

WOORABINDA ABORIGINAL SHIRE COUNCIL (WASC)

Our Vision
A community of opportunity

Our Purpose
Woorabinda Aboriginal Shire Council will:

- Provide adequate infrastructure to support the needs of the community
- Facilitate and support the development of employment and business opportunities
- Work with local service providers, State and Federal Government to maximise the effectiveness of its services
- Protect Country and maintain strong cultural identity

Our Values
Respect – We respect and value our country, our culture, our people and our neighbours
Strong Creative Leadership – We welcome the responsibilities given to Council by the State and Commonwealth Governments and we are committed to maximising the Council's role in community advancement.
Fairness – We recognise that all residents must be treated equally with sincerity and honesty while respecting the rights of individuals
Honesty – We value honesty and appreciate its importance in the development of trust
Efficiency – We value efficiency because it allows us to achieve more

POSITION SPECIFIC KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

1. Providing on-going and direct support for male persons that are listed on the court list for Woorabinda (Emerald/Rockhampton) with matters linked to Domestic and Family Violence
2. Providing reports on client interaction and updates of attendance at service providers, appointments and court reports
3. Providing social and emotional wellbeing support for offenders of DFV and also for victims and their families
4. Assist with transport for court, service provider appointments and Elder assistance in courts
5. Facilitate community activities that assist in the prevention of DFV
6. Advocate with education, work, orders and other practical needs as required
7. Work with the Justice Group Elders, Co-ordinator, counsellors, community service providers to assist clients
8. Other reasonable duties relevant to the position that are directed by the CEO or other senior Council staff.

SELECTION CRITERIA

1. A demonstrated ability to communicate effectively with Aboriginal and Torres Strait Islander people
2. Well-developed verbal and written communication skills including the ability to communicate effectively and courteously
3. Demonstrated ability to work independently and to use initiative
4. Demonstrated ability to solve problems
5. Demonstrated ability to use OR learn to use office equipment and applications software including Outlook, Word and Excel
6. Able to follow WASC policies including the Code of Conduct and to follow WCJG and DJAG protocols

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities
Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct
Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety
Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least fifteen (15) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence, and preferably prior to their start time.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Community Services Manager
Internal Liaison:	Members of the management team, elected members, and all Woorabinda Aboriginal Shire Council employees.
External Liaison:	Members of the community, Suppliers, Stakeholders.

MANDATORY REQUIREMENTS

- Hold at minimum a current "C" class driver's licence
- Police clearance
- Blue Card or the ability to obtain one

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Woorabinda Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.