

Manager Youth Enhanced Bail Community Support Service

Justice Programs

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE: Manager

PROGRAM: Enhanced Bail Community Support Service

LOCATION: Brunswick and Dandenong

REPORTING RELATIONSHIPS: This position reports directly to General Manager Youth Justice Programs

EFFECTIVE DATE: April 2025

Position Purpose

- To provide leadership, line management and operational support to the Enhanced Bail Community Support Service

- To oversee all program activity including the development, implementation and review in keeping with the organisation's vision, mission and values.
- To develop, manage and maintain relationships with external stakeholders including government, funders, partner agencies, professional networks and the general public as appropriate.
- To provide strategic advice and assistance to Jesuit Social Services senior management and to contribute to organisation wide imperatives, including the promotion of our ethos and values, the identification of policy and advocacy issues and compliance with business processes.

Program Purpose

Justice Programs

Provide holistic support service for young people involved in the justice system or who are exiting adult prisons and/or Youth Justice custodial precincts, who are assessed as high risk/need, with limited social and family networks, limited accommodation and post release support options and experiencing multiple and complex health problems. Staff deliver quality programs in a manner that reflects the social justice principles of participation, equity, access and respect. Services include: intensive outreach support, case management, supported accommodation, drug and alcohol counselling, recreation programs and employment/training programs. Our adult and youth justice work contributes to regional and state-wide advisory forums and networks, and assists in a more comprehensive approach to justice through partnerships with Government agencies and other service providers, as well as to legislation, policy development and advocacy.

Enhanced Bail Community Support Service

The Victorian Government has established a two-year, metropolitan-based trial to enhance monitoring and support for young people on bail. The Enhanced Bail Supervision and Support (EBSS) trial will allow young people to be subject to electronic monitoring (EM) bail conditions and provide additional support to high-risk young people via more intensive case management, bail compliance oversight and support to high-risk young people with complex needs.

The Enhanced Bail Community Support Service will provide non-statutory support to young people subject to EBSS and provide support and meaningful, structured activity to address any needs and support the young person's compliance with the order.

Note: This service operates over 7 days between the hours of 7.00 am and 10.30 pm. This position will predominately work 9.00 a.m. to 5.00 p.m. but there will need to be flexibility in relation to start/finish time

Duties of the position

- To lead the Enhanced Bail Community Support Service team to ensure practice integrity consistent with Jesuit Social Services Practice Framework – *Our Way of Working* ensuring effective design, development, implementation, operational and review processes are in place to achieve impact
- To embed effective staff support and supervision processes, with a particular focus on developing flexible and adaptive staff skills

- To work collaboratively with funding bodies, Youth Justice/ Department of Justice, partner agencies and other stakeholders to ensure consistency and continuum of care for participants
- To have a sound understanding of State and Federal Government policies relevant to the role and to understand and advise the organisation of any changes to policy or the law that may impact on the program areas
- To manage program budgets, records and data, service agreement targets/reporting and participate in contract meetings/negotiations to facilitate effective program management and business accountability
- To work collaboratively with the General Manager Youth Justice Programs and the Executive Director Justice to contribute to practice, policy and advocacy priorities relevant to the Justice portfolio.

Key Selection Criteria

1. Tertiary qualification/s and relevant management / practice experience in human services field
2. Experience in managing, supporting and supervising staff teams to develop and deliver high quality programs
3. Knowledge and experience in appropriate interventions/skills and practice models required to support those with multiple and complex needs and sound understanding of the requirements/elements of case management, risk management, intensive support, crisis intervention and outreach
4. Understanding of the criminal justice system and insight into working in a custodial setting
5. Understanding of good practice in relation to working with families and children inclusive of family centred and trauma informed approaches
6. Capacity to analyse program data and sector-wide trends to inform service adaptation / program design

Key Performance Indicators

- Behaviours and leadership approach which reflect, foster and uphold the organisation's mission, culture and values
- Service Delivery - Service Agreement targets are met and program is delivered in a professional and accountable manner
- Service Planning, Development and Review - Active contributions are made to the planning, development and evaluation of the program
- Networking – Sound relationships are developed with funding bodies, partner agencies and broader community sector
- Administration – Program budget is monitored, Monthly Manager's reports are submitted in a timely manner and relevant data is entered and submitted as required by the Service Agreement.
- Leadership - Participation in and contribution to the operations of the Justice Management Team and more broadly to Jesuit Social Services Leadership group
- Supervision - Supervision is conducted and records are kept

- Human Resources - Ensure all staff HR requirements completed

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia
- Corrections Victoria clearance and ability to enter Victorian prisons

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:
Executive Director Justice

Position Description Review Date:
December 2025