



The Department for Correctional Services (DCS) - Offering career opportunities that are challenging, demanding and rewarding

ABOUT DCS

DCS employs more than 1900 people and is a part of the South Australian Government's Justice System. DCS contributes to the administration of justice and community protection through management of prisoners in the prison system, and the management of offenders in the community. DCS provides for safe, secure and humane containment of prisoners, whilst providing opportunities for prisoners and offenders to rehabilitate and become law-abiding citizens.

DCS aims to be recognised as a leader in building a safe, just and fair society where the supervision and rehabilitation of offenders is humane and the rights of the victims are respected.

DCS VALUES

DCS employees work to a key set of values, which consist of;

- Honesty and integrity
- Professionalism and accountability
- Being socially responsible
- Ethical and respectful behaviours
- Equity, diversity and cultural inclusion
- Courage and tenacity
- Service

<http://www.corrections.sa.gov.au/about/our-values>

PERSONAL TRAITS WHICH DEMONSTRATE BEST POTENTIAL FOR SUCCESS IN THE JOB

Please - honestly assess yourself.

If you can place a tick in all of these categories, we urge you to lodge an application.

- Maturity and self-confidence
- Socially responsible with personal honesty and integrity
- Interpersonal skills and emotional stability which enable supportive and constructive relationships with work colleagues and with prisoners alike
- Able to model and foster positive, respectful leadership behaviour
- Support rehabilitation programs. <http://www.corrections.sa.gov.au/about/our-research/10-by-20-reducing-reoffending>
- Not easily intimidated by difficult people and events, and will act in a manner that will assist to calmly diffuse any challenging situations that may arise
- Emotionally resilient and physically able to meet the job demands
- Stable work history and demonstrate a strong work ethic
- Without gender bias or race bias or other anti-social prejudice
- Non-judgemental, one who will treat prisoners fairly and humanely and will respect cultural diversity
- Prepared and able to consistently work a 7-day, 24-hour rotating roster arrangement involving Saturdays, Sundays and Public Holidays



WHAT THE POSITION INVOLVES

Correctional Officers are expected to provide a positive role model to prisoners whilst interacting closely and communicating directly with them on a daily basis.

The work of a Correctional Officer is based on the principles of: -

Case management – individual planning of offender’s progress through the correctional system.

Regime management – managing prisoners under incentive-based regimes.

Teamwork – communication, professional/responsible behaviour, support and co-operation between staff.

Safe, secure, humane containment – maintaining a safe, secure, humane environment.

Communication – Use tactical communications to inform, persuade, include, instruct, defuse, calm and reassure.

Respond to emergency situations – including prisoner conflicts, prisoner injury and medical crisis.

Support rehabilitation programs – implementing the “10by20” Strategy to reduce the risk of re-offending on return to the community <http://www.corrections.sa.gov.au/about/our-research/10-by-20-reducing-reoffending>

Refer to the Job and Person Specification for further details and requirements

POSSIBLE LOCATIONS OF WORK

There are 9 Correctional Institutions throughout South Australia (** including two privately run prisons*)

Each prison is a unique environment - catering for different prisoner classifications with different needs:

- ◆ Adelaide Women’s Prison and Adelaide Pre-Release Centre – Northfield
- ◆ Cadell Training Centre – Cadell
- ◆ Mobilong Prison – Murray Bridge
- ◆ Port Augusta Prison – Port Augusta
- ◆ Port Lincoln Prison – Port Lincoln
- ◆ Yatala Labour Prison – Northfield

(Mt Gambier Prison is managed by G4S under private contract to Government - DCS does not recruit for positions at Mt Gambier Prison.)*

(Adelaide Remand Centre is managed by Serco under private contract to Government – DCS does not recruit for positions at the Adelaide Remand Centre.)*

More information on these prisons can be found on the DCS website: www.corrections.sa.gov.au

WHAT A CORRECTIONAL OFFICER TRAINING PROGRAM INVOLVES

You will be required to undertake the training necessary to achieve competence in the Certificate III in Correctional Practice (Adult Custodial). - a nationally recognised accredited qualification.

The training will involve-

- ◆ Eight weeks of formal classroom-based training covering topics such as prisoner case management, personal security, prison security, records administration, report writing, human relations, role and structures of the Department
- ◆ Four weeks of rostered on-the-job training and work experience in the prison environment
- ◆ Formal competency, task and performance assessments at regular intervals
- ◆ Two weeks of additional formal classroom-based training at the end of the twelve-month probationary period
- ◆ Five performance reviews regularly undertaken over a 12-month period



WORKPLACE TRAINING AND ASSESSMENT

You will receive training, assistance, direction and guidance from qualified Correctional Officers, Accommodation Managers and functional specialists to gain experience in the safe, secure and humane containment of prisoners. You will learn to use a Case Management model which assists in prisoners' care, rehabilitation, work skills, social and education development, all of which contribute to DCS's "10by20" strategy of reducing the risk of re-offending.

Your work will include providing assistance to legal, medical, educational, social work, community and volunteer support agencies, which assist in assuring prisoners' welfare. You will be given practical experience and training in the preparation of incident reports, how to maintain records and operational procedures. You may also assist in interviewing, assessing and supervising prisoners concerning their development and behaviour.

BENEFITS OF BEING A CORRECTIONAL OFFICER

In summary, the key benefits of a career as a DCS Correctional Officer are:

- ◆ Public sector employment conditions
 - ◆ Provision of accredited training which is recognised Australia wide
 - ◆ Career opportunities within DCS and the wider state public sector
 - ◆ Up to 6 weeks annual leave dependent on working regular rotating shifts over 7 days per week (pro-rata for part time employees)
 - ◆ Access to penalty and overtime payments
 - ◆ You can make a difference in our community
 - ◆ Support the "10by20" strategy http://www.corrections.sa.gov.au/data/assets/pdf_file/0003/27795/10-by-20-Strategic-Policy-Panel-Report.pdf
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CAREER OPPORTUNITIES IN DCS

All DCS staff are encouraged to seek further training to enhance their career prospects. The range of opportunities and developmental vacancies which are advertised from time to time include Correctional Officer (CO-2) positions in other prisons, Advanced Correctional Officers (CO-3), Prison Operational Supervisors (CO-4), Prison Case Management Coordinators (CO-4), Community Corrections Home Detention and Community Service positions (OPS-3), and a variety of administrative positions. Staff are also able to apply for any other opportunities and position vacancies which arise either within DCS or in the broader public sector.

Visit the 'I Work For SA' website for job vacancies within the Department for Correctional Services and the SA Public Service <https://iworkfor.sa.gov.au/>.



PRE-EMPLOYMENT RECRUITMENT TEST

To be eligible to apply, you are required to complete the Trainee Correctional Officer Pre-Employment Recruitment Test conducted by TAFE SA. This test consists of Reading, Writing, Spelling and Numeracy Assessments. The fee of \$148.50 is payable by the applicant directly to TAFE SA. Further details can be found at https://www.tafesa.edu.au/xml/course/sc/sc_T371935320.aspx. This Pre-Employment Recruitment Test is an essential part of the selection process and must be completed prior to submitting an application.

The following pass marks are required for your application to be accepted:

Reading	70%
Writing	65%
Spelling	55%
Numeracy	65%

Applicants who have achieved a successful pass in the South Australian Police (SAPOL) Recruitment Test within the past twelve months are not required to complete Correctional Officer Pre-Employment Recruitment Test. A certified copy of your result/parchment must be enclosed with your application.

If you are engaged with Job Active Provider please discuss with them to see if you are eligible for fee reimbursement

HOW TO APPLY

If you are interested in the position, please complete the application package and post to:

Postal address: The Recruitment Consultant – Trainee Correctional Officer
Department for Correctional Services
GPO Box 1747
ADELAIDE SA, 5001

For more information:

Website: www.corrections.sa.gov.au

Email: DCSTCORrecruitment@sa.gov.au

Telephone: (08) 8226 9048 or (08) 8226 9150

PLEASE ALSO CAREFULLY READ THE FOLLOWING DOCUMENTS:

- [Job and Person Specification](#)
- [Code of Ethics](#)
- [DCS Strategic Plan](#)



FREQUENTLY ASKED QUESTIONS

I have sent in an application. Why haven't I received a response?

All applications received are registered on our database and receipt of applications is acknowledged. Please allow 3 weeks from sending your application to receive this acknowledgement email. During periods when there are high numbers of applications received this may be slightly longer.

When do applications close?

There is no closing date to submit applications. It is a continual recruitment process.

I received an email to say you have received my application a couple of weeks ago. Why haven't I heard or received anything?

As result of the large number of applications received, contact is only made with applicants when required. This is primarily done by email. There is the possibility that after submitting an application, 2 or 3 months may pass before you are contacted to advise you of initial pre-employment testing details.

I have moved recently. Do I need to advise you of this?

Should any of your contact details change (postal address, home address, email address or phone numbers) once your application has been submitted, please advise us of the updated details to enable us to contact you at any stage of the selection process.

When is the next scheduled Psychometric testing?

Psychometric testing is conducted at various times throughout the year. Applicants are notified of the testing details (date, time, venue etc.) generally by email once scheduled.

Can I submit an application online?

Applications are unable to be submitted online. There are a number of documents included in the application that need to be "originals", "certified copies" and signed by applicants.

What is the age limit to apply for a Correctional Officer position?

The Department for Correctional Services is an Equal Opportunity employer and does not discriminate based on age. Any person interested in the position of Correctional Officer, is encouraged to apply if they are over the age of 18.

Do I need to attach a resume or CV with my application?

It is recommended applicants attach a current resume or CV with their application. There is space provided in the application to list employment history, certificates etc. but as this space is minimal the resume or CV will provide more detail.

Am I able to choose the prison where I want to work?

Applicants must be prepared to work in country and metropolitan prisons within Correctional Services South Australia based on vacancies and operational requirements. Pursuant to section 47 of the *Public Sector Act 2009*, the Chief Executive may direct someone to perform work at the same level on an ongoing or term basis at another prison.

If I fail my Correctional Officer Pre-Employment Recruitment Test, am I eligible to re-sit the test?

You are eligible to re-sit the test again through TAFE SA after three months and a fee of \$148.50 will apply when retaking the test.

Do I receive reimbursement for the Correctional Officer Pre-Employment Recruitment Test if I am successful in gaining employment?

The Department does not pay for or reimburse successful applicants for the cost involved regardless of selection outcome.