

Prison Officers

*Transforming Lives
Ensuring Community Safety*



- ▷ *Integrity*
- ▷ *Respect*
- ▷ *Accountability*
- ▷ *Excellence*
- ▷ *Learning*



Why **do it?**

There are many reasons you might choose a career as a Prison Officer. But overriding any of these is your understanding of human nature and your genuine commitment to others. Knowing you've helped put structure into someone's life is the biggest reward. And that's just one part of it.

At the Department of Corrective Services (DCS), we can give you plenty of great reasons to choose a career as a Prison Officer. Here are just a few of them:

- employment security
- a rewarding career
- flexible working conditions
- generous leave entitlements
- competitive salary
- promotional and career development opportunities
- paid training
- salary packaging
- uniform supplied (inc. shoes, socks, jackets and hats).

Then of course there's our flexible rostering system that provides a number of shifts including weekend, public holiday and night shifts. And for those who work at Eastern Goldfields (Kalgoorlie), Albany, Greenough (Geraldton), Broome or Roebourne regional prisons, you can also look forward to additional financial incentives, including an annual regional allowance.

The day **to day**

You're here to put structure into people's lives, to give them purpose and meaning, which means you'll be involved in every aspect of an offender's life. Your duties are likely to vary depending on the security level of the prison, but will usually include:

- induction of offenders
- helping offenders put a plan together that makes the best use of their time inside
- staffing different units in the prison
- helping with vocational training of offenders
- supervising recreation, industry and training activities
- writing reports
- working on reception.





What you'll need **to succeed**

It goes without saying that a real interest in people from all walks of life is top of the list. This is critical to your role. You need to be able to read a situation and handle it in the best way possible. Just as you need to be firm but fair and consistent and non-judgemental in the way you respond to people.

You'll need to be confident, influential and observant, alert at all times. Your ability to think clearly, act calmly and use your initiative will be put to good use. But it's your wealth of life experience that will get you through each situation every day. On the one hand you'll be a leader and professional, on the other someone who can support offenders to make the right choices.

But your biggest challenge will be building relationships with the offenders in your care.

It's about knowing when to show them who's in charge and when to show them you understand. It's about putting structure into their lives.

Selecting **the best**

Our recruitment process has been specifically designed to ensure it's fair and in line with Public Sector Standards in recruitment. Our selection processes are very thorough and you'll need to pass each stage of your assessment in order to become a Prison Officer.

What **you'll need**

Before you're considered for assessment as a Prison Officer, you'll need to have Australian citizenship or permanent residency status, or New Zealand citizenship.

It's also important that you have an unrestricted C-class (manual) driver's licence and a Senior or Advanced First Aid Certificate that includes CPR.

Aside from all that, you should also be prepared to obtain an HR-class driver's licence within 12 months of completing your training. The Department will pay for this and you'll be able to obtain the licence during working time.

You'll also be expected to undergo criminal history screening and integrity checking for any convictions or associations you might have that could compromise your role. It's important to note that certain offences or associations will automatically disqualify your application, however the existence of a criminal history does not mean you will automatically be assessed as unsuitable. Each case is assessed on its merits.

It's all part **of the process**

As part of your assessment and training period, you'll be expected to complete the following:

- eligibility and identification checks
- employment profile assessment
- selection panel interview
- medical assessment
- fitness assessment
- criminal history screening
- integrity checking.

Once you get through the selection stage, you'll be placed in our Prison Officer Appointment Pool from which you will be considered for employment as positions become available.

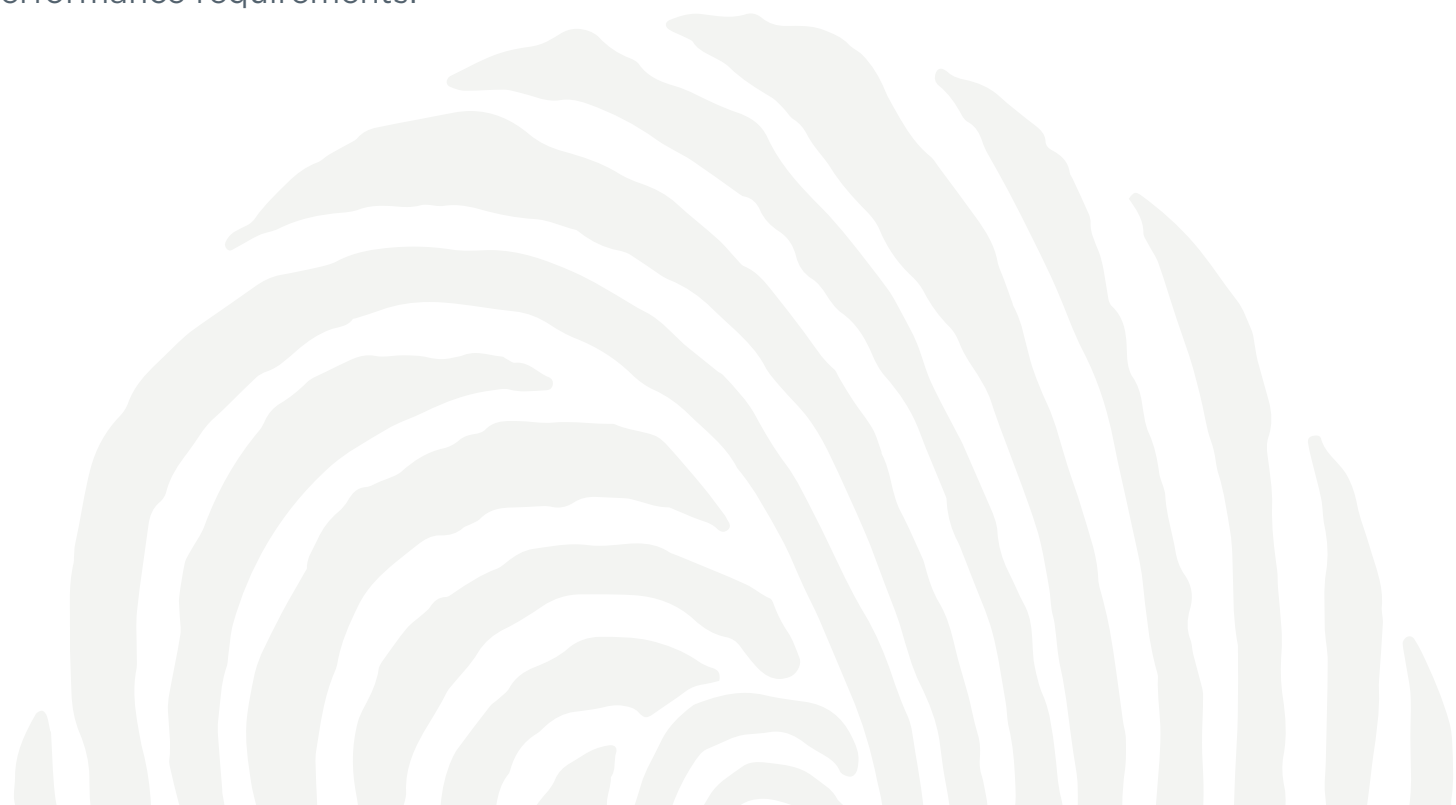
If you're offered a position, you'll take up a role as a Probationary Prison Officer. Your career will begin with 12 weeks paid training. This is part of a nine-month entry level training program where you'll need to satisfy specific entry, training and performance requirements.

Entry level **training program**

The 12-week training course is followed by a six-month on-the-job probationary period. The course covers everything needed to get you started, including communication and written skills, knowledge of the judicial and welfare systems, cross cultural training, addiction studies, offender management, prisoner programs, security and emergency procedures, communicable diseases and responding to medical emergencies.

During the six-month probationary period, you'll need to show you're competent in specific skills and work environments through ongoing formal and informal assessments and performance feedback. You'll also need to put together a portfolio of your work to showcase your competency during this phase.

Once you've successfully completed your training and assessment, you'll be awarded a Certificate III in Correctional Practice.





Do you think you **have what it takes?**

Assess yourself honestly against the following skills and abilities. If you tick every box, we believe you've got what it takes. The question is, do you?

- Leadership qualities and the ability to accept responsibility
- Dependable and reliable
- Excellent people and relationship building skills
- Enjoy working as part of a team
- Genuinely interested in people
- Willing to give your time and energy to help
- Relate to and respect people from different ethnic and cultural backgrounds
- Fair and consistent
- Non-judgemental
- Strong communication skills
- Follow instructions and follow rules and regulations
- Basic computer skills
- Can demonstrate honesty, integrity and professionalism
- Physically fit
- Flexible to work shifts, including nights, weekends and public holidays.

A bit **about us**

DCS is one of the State's largest government employers with over 4,000 staff. It's our responsibility to take care of all adult and juvenile offenders in custody and in the community across WA. And it's our job to see that court orders are followed and community standards upheld. We also act as mediators when helping victims of crime. We'll be the first to admit it's not an easy job, but it's without doubt one of the most rewarding.

Our Adult Justice Division is responsible for 14 prisons and five work camps. Everyone works toward breaking the cycle of people re-offending, protecting the community and helping offenders adopt law-abiding lifestyles. We aim to achieve this through promoting emotional and physical wellbeing, engaging offenders in programs, providing education and activities that are used to put structure into their lives to help them make the right choices.

Contact **us**

For more information on careers at DCS, visit www.correctiveservices.wa.gov.au or email DCS Recruiting on dcs.recruiting@correctiveservices.wa.gov.au Alternatively, call **(08) 9264 9615**.