

POSITION DESCRIPTION

Position Title	Aboriginal Programs Officer (APO)
Reference Number	RPPD417
Department	Rehabilitation and Reintegration Services
Position reports to	Manager, Aboriginal Programs
Positions reporting to this role	Not applicable
Work Location and Travel	<p>This position is located at Ravenhall Correctional Centre on 97 Riding Boundary Rd, Ravenhall, VIC 3023.</p> <p>This position will provide services at GEO's Community Reintegration Centre (CRC) in Melbourne on a needs basis.</p> <p>Interstate travel may be required.</p>
Organisational Overview	<p>Our goal is to deliver better corrections, and in doing so, create safer communities.</p> <p>We measure our success in delivering 'better corrections' in two ways: against our objective of being Australia's best provider of correctional services, as well as our ability to make these services better over time through innovation and continual improvement.</p> <p>We measure our success in delivering 'safer communities' through our ability to successfully reintegrate the prisoners we release, with corresponding reductions in their rate of reoffending.</p> <p>To reduce reoffending we apply the GEO Continuum of Care:</p> <ul style="list-style-type: none"> • We work not only in our correctional centres but continue our services out into the community to support our prisoners after release • We work not only with our prisoners but also with those critical to their rehabilitation and reintegration such as families, social networks and other service providers • We work not only during our prisoners' sentences but also afterwards as they leave the correctional system and return fully to their communities. <p>Our five values which deliver Better Corrections, Safer Communities are that we Partner, we Lead, we Deliver, we Measure and we Respond.</p>

<p>Operating Environment</p>	<p>Ravenhall Correctional Centre is located in Ravenhall, Victoria, 25 kilometres from Melbourne.</p> <p>Ravenhall is a 1000 (built for 1300) bed medium security prison for adult sentenced males. Its contemporary campus-style design reflects four accommodation communities with varying profiles: 1) induction and transition, 2) youth and indigenous, 3) remand and 4) protection. Community accommodation is complimented by a further 75-bed Forensic Mental Health Unit, 25-bed Unit for prisoners with significant challenging behaviours, and a 25-bed Mission Unit designed to respond intensively and therapeutically to current community issues. In recognition of the importance of Continuum of Care, Ravenhall extends its presence into the community by providing ex-prisoners with access to post-release support at GEO's Community Reintegration Centre.</p> <p>Through investment in opportunities for prisoners to engage in work, education and programs, prisoners are not only held safely and securely but given every chance to turn their lives around. Issues behind much of the crime in our communities – such as violent attitudes, anti-social behaviours and the abuse of drugs and alcohol – are addressed through innovative programs and interventions. At the same time helping prisoners with day-to-day challenges such as gaining and holding down employment and finding a suitable place to live also help prevent a return to crime.</p> <p>Ravenhall's unprecedented emphasis on offender rehabilitation and reintegration is evidenced by a significantly sized team of clinicians, working in concert with a number of Victoria's most respected organisations including Forensicare, Correct Care, YMCA, Melbourne City Mission and the Kangan Institute. Together, Ravenhall provides an integrated service system that collaboratively brings about lasting positive change in the lives of prisoners pre- and post-release. Through these partnerships the objective of Safer Victorian Communities is achieved.</p>
<p>Position Summary</p>	<p>The Aboriginal Programs Officer (APO) plays a key role in GEO's Aboriginal Programs team. They are responsible for the delivery of assessments and programs at Ravenhall for Aboriginal and Torres Strait Islander prisoners. These programs focus upon strengthening the connection of Aboriginal men to their community, culture and country with an emphasis on enhancing social, emotional and spiritual wellbeing. They provide individual support to Aboriginal prisoners where required and assist in the provision of education in relation to culture heritage and identity. They provide consultation and advice to all staff at Ravenhall to assist in ensuring a culturally safe environment for Aboriginal and Torres Strait Islander Prisoners. The APO is an identified Aboriginal position and this person will also ideally have a background in social work, welfare or community</p>

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Job Profile

Key Role Accountabilities:

- Regularly facilitate an Aboriginal Programs Orientation session to inform new Aboriginal and Torres Strait Islander prisoners about the culturally specific programs and services available at the Centre.
- Conduct Program Suitability Assessments for Aboriginal programs and services at Ravenhall within prescribed timeframes and refer to appropriate programs and services.
- Facilitate GEO's Aboriginal Programs with a focus upon enhancing connections to family and culture.
- Work collaboratively with Aboriginal community organisations to ensure Aboriginal and Torres Strait Islander prisoners receive timely access to appropriate cultural programs and services at the Centre.
- Work collaboratively with GEO, Alliance Partner and health services staff to facilitate integrated service delivery and Ravenhall's continuum of care.
- Contribute to the prisoner's case-management plan and provide support at Case-Management Review Committees (CMRCs) where required.
- Provide consultation, advice and training on issues related to Aboriginal and Torres Strait Islander culture including how clinical programs may be more culturally responsive to the needs of Aboriginal people.
- Assist in the organisation and coordination of Aboriginal and Torres Strait Islander celebrations and events.
- Provide individual support to Aboriginal prisoners as required including assistance related to reintegration, family reconnection and community support. Encourage personal development, motivation to address barriers and address offending behaviour.
- Establish and maintain close working relationships with other prisons and participate in meetings and committees as required in order to implement policies and Recommendations as contained in the Victorian Aboriginal Justice Agreement and Royal Commission into Aboriginal Deaths in Custody.
- Report to the Manager, Aboriginal Programs, collect data and provide reports as required.

General Responsibilities as a GEO Non Senior Management Team Member:

- Ensure GEO's primary goal of reducing reoffending is at the core of everything you do.
- Inspire and motivate others, communicating professionally and assertively, working harmoniously as part of a multi-disciplinary team. Build and maintain effective professional relationships with internal and external stakeholders.
- Complete work in a timely and consistent manner and to a high quality standard in line with local and/or corporate policies, procedures and operating manuals.
- Have clear understanding of day to day deliverables.
- Complete all required training requirements within designated timeframes.
- Maintain a satisfactory attendance record.
- Understand and ensure that the integrated management system described in the Governance, Risk and Compliance Manual (GRC) and Quality, Environmental, Safety (including Food Safety) Policies is complied with; and ensure any operational, quality,

<p>environmental, workplace safety or food safety non-conformance, incident or accident is immediately reported through the appropriate channels.</p> <ul style="list-style-type: none"> • Display high levels of integrity and honesty and adhere to GEO's HR2.01 Code of Conduct and Ethical Behaviour, as well as all other applicable policies and procedures. • Invest in continuous self-development and the development of others. 	
Position requirements:	
Key Selection Criteria	<p>Mandatory Requirement:</p> <ul style="list-style-type: none"> • Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position. <p>Essential:</p> <ul style="list-style-type: none"> • A demonstrated knowledge and understanding of the Victorian Aboriginal and Torres Strait Islander community and demonstrated commitment to improving outcomes for Aboriginal people. • A deep and authentic understanding of Aboriginal culture, peoples, Country and traditions and the impact that the criminal justice system has on Aboriginal men, families and communities. • A demonstrated ability to communicate sensitively and effectively with members of the Victorian Aboriginal and Torres Strait Islander community. • A demonstrated ability to be mature, flexible and empathetic to the needs of Aboriginal and Torres Strait Islander prisoners. • Well-developed interpersonal, communication, assertiveness and negotiation skills. • Ability to work collaboratively with other program areas and disciplines. <p>Desirable:</p> <ul style="list-style-type: none"> • A background in Social Work, Welfare or Community Services. • Previous experience working with Aboriginal and Torres Strait Islander people in a health, case-management or wellbeing role.
Other Requirements of the Role	<ul style="list-style-type: none"> • Ability to work within a correctional setting, which will involve direct contact with prisoners. • Valid and current full Australian driver's licence. • Satisfactory completion of a National Criminal History Check. • Ability to obtain and maintain a security clearance. • Work outside of ordinary business hours may be required on occasion.

APPROVED BY	SIGNATURE	DATE
General Manager		
Relevant Director		
Director Employee and Industrial Relations		
Managing Director		

Employee Acceptance

I acknowledge that:

- Statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive.
- I have read, understood and accepted the above position description and associated attachments.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐