

POSITION DESCRIPTION (NON SMT)

Position Title	Specialist Assessor
Reference Number	RPPD419
Department	Rehabilitation and Reintegration Services
Position reports to	Senior Clinician (Transition and Reintegration)
Positions reporting to this role	Not Applicable
Work Location and Travel	<p>This position is located at Ravenhall Correctional Centre on 101-201, Riding Boundary Rd, Ravenhall, VIC 3023.</p> <p>This position will provide services at GEO's Community Reintegration Centre 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>GEO provides the Specialist Assessors with specialist training in forensic interviewing and assessment. They undertake a suite of assessments with prisoners including reception assessments to determine prison transition needs, risk assessments to determine dynamic risk factors and general recidivism risk, and assessment of other factors that contribute to the development of case-management plans.</p> <p>Specialist Assessors form part of the greater multi-disciplinary team and report to the Senior Clinician (Transition and Reintegration).</p>

Job Profile

Key Role Accountabilities:

- Participate as a member of the broader Transition and Reintegration team, reporting to the Senior Clinician (Transition and Reintegration).
- Conduct daily reception assessments to determine prisoners' immediate transition and accommodation needs
- Provide accurate and timely information to accommodation staff in relation to new receptions including their immediate risks (e.g. due to distress) and needs (e.g. first time in prison, initial reception or prison transfer).
- Conduct risk assessments for prisoners serving sentences greater than 6 months to determine risk of recidivism.
- Conduct Good Lives Assessment Tool (GLAT) assessments for prisoners serving greater than 6 months to explore areas of life enhancement
- Conduct Structured Dynamic Assessment and Case Management (SDAC-21) assessments for moderate and high risk prisoners serving greater than 3 months, to inform decision making related to treatment goals, key risks and issues.
- Liaise with custodial case-mangers in relation to the development of case-management plans in line with information identified through assessment.
- Liaise with Reintegration officers, Melbourne City Mission and Aboriginal Programs Staff in relation to reintegration planning.
- Liaise with the Aboriginal Wellbeing Officer and Cultural Advisor in relation to new receptions who identify as indigenous or culturally and linguistically diverse.

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, environmental, workplace safety or food safety non-conformance, incident or accident is immediately reported through the appropriate channels.
- 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:

<p>Key Selection Criteria</p>	<p>Essential:</p> <ul style="list-style-type: none"> • An undergraduate degree in social work, welfare, psychology, criminology or other related human services area. • A thorough understanding of the Offender Management Framework and the principles underpinning assessment, offender engagement and reintegration pathways. • Ability to work as a member of a multi-disciplinary team in a correctional environment involving direct contact with prisoners. • Well-developed interpersonal and communication skills and attitudinal characteristics conducive to nonjudgmental evaluations of prisoners. • Knowledge of adjustment, behavioural and transitional issues likely to be experienced by prisoners in the correctional environment. • Ability to administer assessment tools, analyse and record data, prepare plans and make referrals to service providers. • Well-developed time management and organisational skills, in addition to the ability to formulate and clearly communicate by way of written communication, prisoner needs based on available information. • Demonstrated ability to quickly learn and navigate various information management systems. <p>Desirable:</p> <ul style="list-style-type: none"> • Certificate III in Correctional Practice. • Certificate II in Assessment and Case Management. • Experience in assessment and the development of case formulations and treatment recommendations.
<p>Other Requirements of the Role</p>	<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 ☐