



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	Team Leader Family and Life Skills Programs
Reference Number	RPD4XXX
Department	Rehabilitation and Reintegration
Position Reports To	Manager Transition and Reintegration
Positions Reporting to This Role	4 X Family Practitioners 2 X Life Skills Facilitators 1 X Triple P Parenting Facilitator
Work Location and Travel	This position is located at Ravenhall Correctional Centre at 97 Riding Boundary Rd, Ravenhall, VIC 3023.
Operating Environment	<p>Ravenhall is a 1300 bed medium security prison for adult sentenced and unsentenced males. Its contemporary campus-style design reflects four accommodation communities with varying profiles: 1) mainstream sentenced, 2) Indigenous and remand, 3) mainstream 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 Based 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</p>

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 and 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.

The Team Leader manages the Family and Life Skills Programs portfolio including a team of Family Practitioners and Life Skills Facilitators. They are responsible for ensuring that family and life skills programs are delivered to a high standard and work collaboratively with other GEO and Alliance Partner staff to support positive rehabilitation and reintegration outcomes for prisoners. The Team Leader will also maintain a small case load of complex clients with specialised needs.

The Team Leader will have oversight of the Family Case Management and Family Reunification Services, Just for Dads visits program, Parenting Program and suite of Personal Development and Life Skills Programs available to prisoners at Ravenhall.

Position Summary

Operationally the role will be responsible for maintaining positive working relationships with staff and stakeholders, ensuring accurate data is available in a timely manner and providing a focus on quality assurance and continuous improvement. It aims to assist men to better manage issues related to family and children and to build positive relationships that support their successful reintegration into the community.

This position reports to the Manager Transition and Reintegration and works closely and collaboratively with other GEO Rehabilitation and Reintegration Services staff and Alliance Partners, to provide an integrated response to meeting individual reintegration needs.

Key Accountabilities

- Provide leadership, expert advice and consultation to the Manager Transition and Reintegration, Alliance Partners and other key stakeholders on issues related to Family and Life Skills programs.
 - Coordinate and provide oversight of all the Family Programs including Just for Dads, Parenting, Family Case Management and Family Reunification Services.
 - Coordinate and provide oversight of GEO's suite of Personal Development and Life Skills Programs.
 - Lead a team to deliver high-quality family support and reunification services to prisoners at Ravenhall Correctional Centre.
 - Liaise and work cooperatively with external stakeholders including Child Protection, Legal Representatives, Carers and Family members of prisoners.
 - Manage program referrals and allocate participants in line with expected service delivery requirements.
 - Ensure staff are delivering quality family reunification services including undertaking appropriate
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assessments and developing and implementing goal support plans that address the individual needs.

- Provide support for fathers to have contact and access with their children and families whilst in custody where appropriate.
- Monitor and audit family and life skills program service delivery as required including the completion of relevant assessments to inform service delivery.
- Participate in the case management and/or placement process by providing information and expert advice to relevant staff on a prisoner's participation, progression and/or completions in programs.
- Contribute to the completion of reports as required including contracted service delivery, outcome and performance measures.
- Contribute to the continuous improvement and development of staff by providing training, regular supervision and practice feedback.
- Ensure staff are appropriately recruited, inducted, trained and working in accordance with Ravenhall's Operating Procedures, local and corporate policies.
- Participate and facilitate meetings, secondary consults and training to internal staff and Alliance Partners.
- Represent GEO, our objectives and activities and advocate for the needs of the client group in relevant networks and forums.
- Provide other duties and responsibilities, as directed by the Manager Transition and Reintegration.

Key Selection Criteria:

Essential:

- Tertiary qualifications in Social Work, Psychology, Welfare, Human Services or other relevant field or equivalent professional experience.
- Sound knowledge of contemporary/community issues and matters that effect families and prisoner rehabilitation and reintegration programs.
- Demonstrated knowledge of the Victorian Criminal Justice System including the role of the Courts, Lawyers, Child Protection, Prisons, Parole and Community Corrections.
- Demonstrated ability to lead and manage a team delivering programs and family services.
- Proven ability to build rapport and maintain effective relationships with clients, peers and relevant agencies/key stakeholders.
- Demonstrated high level professionalism, compliance and attention to detail.
- Strong organisational and time management skills with the ability to prioritise tasks.
- Understanding of trauma and trauma-informed practice.
- Understanding of alternative care arrangements including kinship care, foster care, permanent care and adoption.

Desirable:

- Proven experience in Family Case Management and liaising with internal and external agencies such as DHHS, Child Protection, Legal Representatives and Community Corrections.
- Ability to work within a correctional setting, which will involve direct client contact with prisoners.
- Able to manage challenging and complex clients.
- Membership of relevant Professional Bodies or organisations.

Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with prisoners.
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- 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.

Employee Acceptance

I acknowledge that the 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 ☐