



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

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<b>Position Title</b>	Program Facilitator
<b>Reference Number</b>	RPPD4XX
<b>Department</b>	Rehabilitation and Reintegration
<b>Position Reports To</b>	Team Leader: Family and Life Skill Programs
<b>Positions Reporting to This Role</b>	N/A
<b>Work Location and Travel</b>	This position is located at <b>Ravenhall Correctional Centre</b> at 97 Riding Boundary Rd, Ravenhall, VIC 3023.

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### Operating Environment

**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.

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.

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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, 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.

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### Position Summary

The Life Skills Facilitator reports to the Team Leader Family and Life Skill Programs. They are responsible for delivering group-based living skills modules that focus upon a range of basic life skills to improve individual's capacity, communication and living skills post-release. They also facilitate the Brains Gym program that delivers activities and games that improve cognitive skills, promote and encourage thinking and problem solving and expand knowledge and vocabulary.

The Life Skills Facilitator works closely and collaboratively with GEO and Alliance Partner staff to provide an integrated response to meeting the needs of the prisoners and providing interventions that promote positive reintegration outcomes.

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### Key Accountabilities

- Manage program waitlists and schedule Life Skills and Brains Gym programs in line with identified need.
  - Deliver high quality Life Skills programs that enable prisoners to develop communication and living skills that promote positive reintegration outcomes.
  - Deliver activity-based programs and resources to prisoners that enhance cognitive skills, promote and encourage thinking and problem solving and expand knowledge and vocabulary.
  - Participate in the case management and/or placement process by providing information and advice to relevant staff on a prisoner's participation, progression and/or completions in programs.
  - Liaise and work co-operatively with GEO and Alliance Partner staff in the delivery of programs and services.
  - Ensure appropriate documents, reports and data are maintained and recorded in accordance with Departmental needs and GEO policy.
  - Regularly attend and participate in team meetings, supervision and training.
  - Ability to function independently while also working as part of a multi-disciplinary team.
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### Key Selection Criteria:

Essential:

- Qualification in community welfare sector or related fields or equivalent professional experience.
  - Demonstrated experience facilitating personal development and life skills programs.
  - Demonstrated high level professionalism, compliance and attention to detail.
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- High level of oral and written communication skills.
- Demonstrated capacity or aptitude to work with clients who may exhibit complex or challenging behaviours.
- Ability to assist in the development and implementation of innovative programs.
- Strong organisational and time management skills with the ability to prioritise tasks.

Desirable:

- Experience working within a prison setting.

**Other Requirements of the Role**

- 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.

**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