



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	HEALTH SERVICES MANAGER
Reference Number	PD050
Department	HEALTH SERVICES
Position Reports To	GENERAL MANAGER
Positions Reporting To This Role	NURSING STAFF, GENERAL PRACTITIONERS, ADMINISTRATION STAFF, VISITING SPECIALIST MEDICAL STAFF, DENTAL STAFF AND ANY OTHER VISITING HEALTH STAFF.
Work Location And Travel	This position is located at Junee Correctional Centre on Park Lane, Junee, NSW 2663.
Operating Environment	<p>Junee Correctional Centre is located in Junee, New South Wales, 40 kilometres north-east of Wagga Wagga.</p> <p>Junee has been continually managed by GEO on behalf of Corrective Services NSW since opening in 1993. It is New South Wales' largest regional correctional centre.</p> <p>Junee's primary role is to safely and securely house up to 910 adult prisoners (or up to the capacity of available beds) and progress their sentence plans by delivering a comprehensive range of rehabilitation, health, education, vocational training, reintegration and offending behaviour programs. Together, these lower a prisoner's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of prisoner engagement with its responsive interventions. This includes developing strategies that encourage and enable previously marginalised prisoner groups such as Indigenous Australians and the chronically ill to participate in achieving better health outcomes.</p>

Lead and manage the health services of the Centre to ensure the delivery of quality, safe and evidence-based health services to the inmate population.

Position Summary

Lead and manage the Centre health services function in accordance with legislative requirements, standards, company policies and procedures and contractual obligations.

Key Accountabilities

- Emulate and exemplify GEO's corporate values within the workplace, being; integrity, respect, accountable, agile and innovative.
- Lead the health service team in the provision of innovative person-centred primary health care to the custodial patient population.
- Lead the health team in service planning, delivery and evaluation which facilitates optimal patient outcomes and promotes and maintains a continuous positive and culturally safe workplace.
- Coordinate the provision of all health services including nursing, medical, administration, dental, allied health, specialist onsite services such as mental health, drug and alcohol and hepatitis services and external secondary and tertiary services to ensure health needs of the patients are met and contractual requirements are complied with.
- Provide advice and support to the General Manager regarding the delivery of quality, comprehensive and evidence-based health services to the patient population in accordance with contractual obligations.
- Work collaboratively with Justice Health and Forensic Mental Health Network (JHFMHN) to ensure the level of health care provided at the Centre is aligned to that provided within Correctional Centres across NSW.
- Actively participate in JH&FMHN meetings, committees, projects, service planning exercises, etc. that promote the development of and/or inclusion of Junee in health service quality improvement activities.
- Ensure health service provision at the Centre reflects the requirements of the relevant health standards and expectations of state health policy relevant to the criminal justice environment.
- Establish and/or maintain effective formal relationships with external agencies and other health providers to ensure the ongoing health needs of the patient population are met.
- Ensure all employed and contracted health staff, work within their approved scope of practice, maintain current professional registration (AHPRA), indemnity insurance coverage (where required) and, where relevant, credentialed by the GEO Credentialing Committee.
- Hold and maintain the Centre Drugs of Addiction Licence from NSW Health and ensure medication storage and management meets all legislative and regulatory requirements.
- Actively participate in the company's Clinical Governance Committees including systems and processes, and lead and drive the clinical governance requirements at Junee to ensure the provision of safe quality health services.

- Responsible for coordinating and maintaining accreditation status under the the Royal Australian College of General Practitioners' Standards for Health Services in Australian Prisons
- Prepare monthly Health Services Reports for Head Office, JH&FMHN and CSNSW against Key Performance Indicators and Output Specifications.
- Facilitate the JH&FMHN performance measurement audits against contractual requirements and positively participate in the JHFMHN monitoring process.
- Manage the overall professional development requirements for the health staff at the Centre, including the development and coordination of the staff orientation and induction program and ongoing health staff training programs.
- Plan and manage the operating budget for the Health Centre and ensure the efficient management of resources within the Unit against contractual obligations and best practice standards.
- Lead and manage health services in accordance with the company's and JH&FMHN policies and procedures.
- Cooperate with the employer's efforts to comply with the requirements of the WHS Act 2011. Accept responsibility for the health, safety and welfare of subordinates, inmates, contractors and visitors under the employee's supervision. Comply with the employer's policies and procedures enabling compliance with the WHS Act 2011.
- Cooperate with the GEO Group Australia's efforts to establish, maintain and continuously improve the GEO Environmental Management System in accordance with the requirements ISO 14001:2004, and its integration of this system with related management systems to manage quality and workplace safety.
- Undertake reasonable alternate duties, as required by the General Manager and/or requested by the Director, Health Services and/or Medical Advisors.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

Key Selection Criteria:

Essential:

- Current registration with the Australian Health Practitioners Regulation Agency as a Registered Nurse.
- Post-graduate qualifications in health management, clinical practice, quality improvement or risk management.
- Demonstrated understanding, and achievement, in clinical governance and continuous quality improvement.
- Demonstrated experience and ability to successfully lead a multidisciplinary health care team
- Sound understanding of the Royal Australian College of General Practitioners' Standards for Health Services in Australian Prisons.

- Demonstrated ability to plan service delivery and work within budgets
- Excellent negotiation and interpersonal skills.
- Well-developed oral and written communication skills.

Desirable:

- Experience working in a correctional environment.

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.

EMPLOYEE'S NAME	SIGNATURE	DATE

Director/Manager Approval (of Position Description)

NAME	SIGNATURE	DATE
R. Heycock		04.06.21

Master copy lodged with HO (SLT only) ☐

Master copy lodged with department monitor ☐