



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	Manager, Rehabilitation and Reintegration
Reference Number	1.6.1
Department	Rehabilitation and Reintegration
Position Reports To	General Manager
Positions Reporting To This Role	Senior Clinician, Senior Assessment and Transition Coordinator, Activities and Wellbeing Supervisor, Aboriginal Liaison Officer and Administration Support Officers.
Work Location And Travel	<p>This position is located at Fulham Correctional Centre on 110 Hopkins Road, Fulham, VIC 3850.</p> <p>Interstate travel may be required.</p>
Operating Environment	<p>Fulham Correctional Centre is located in Fulham, Victoria, 10 kilometres west of Sale, Victoria.</p> <p>Fulham is a 947 bed medium and minimum security prison for adult remand and sentenced males, including an 84 bed Nalu Youth Challenge community positioned outside the main prison complex. Fulham is currently the largest prison facility in rural Victoria and with approximately 1,000 prisoners released each year, has a strong focus on transitional services and programs.</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 developing a “work ethic” by gaining and holding down employment and finding a suitable place to live also help prevent a return to crime.</p>
Position Summary	The Manager of Rehabilitation and Reintegration is responsible for the leadership and management of a range of programs that support prisoners to reduce their risk of re-offending and increase positive community reintegration outcomes. The portfolio includes

management and oversight of the clinical team who facilitate offending behaviour and Alcohol and Other Drug (AOD) interventions, the Assessment and Transition Coordinators (ATC) who are responsible for assessing and responding to prisoner transition and reintegration needs, and the activities team who provide prisoners with access to wellbeing, sport and recreational activities. The Manager also oversees the faith and culture portfolio including chaplaincy, Aboriginal and Torres Strait Islander programs and services.

The position directly supports the General Manager in the administration, development, supervision and implementation of both internally delivered and contracted rehabilitation and reintegration programs.

Key Accountabilities

- Lead and manage the Rehabilitation and Reintegration Services team including direct line management and supervision to the Senior Clinician, Senior Assessment and Transition Coordinators, Activities and Wellbeing Supervisor, Aboriginal Liaison Officer and administration staff.
- Provide leadership, expert advice and consultation to the Fulham Senior Management Team, GEO Directors and other stakeholders on issues related to continuum of care; offender rehabilitation and reintegration.
- Plan, direct and co-ordinate the delivery of Rehabilitation and Reintegration services, in accordance with contractual obligations, relevant legislation, client policy and GEO policies and procedures.
- Ensure effective, efficient and accurate data collection, management and reporting by Rehabilitation and Reintegration Services staff, in order to deliver on contractual requirements.
- Drive a quality assurance framework supported by strategy, policy, process improvements and annual business planning.
- Manage the Rehabilitation and Reintegration Services budget and expenditure.
- Develop and maintain positive community relationships and university partnerships.
- Oversee services rendered by sub-contractors.
- Report on the performance of Rehabilitation and Reintegration services monthly, or more frequently if required by contract, and maintain the required statistical records.
- Ensures all Departmental staff receive appropriate levels of supervision, periodic performance evaluations, appropriate training and professional development opportunities.
- Be available to act as General Manager when required.
- Be available to respond on a 24 hour, 7 day basis to significant and unusual occurrence.
- Preparation of Departmental budget estimates and monitoring control of expenditure within offender support services areas.
- Participate in meetings, performance reviews and professional development as required.
- Ensure GEO policies and procedures relating to Quality Assurance, Occupational Health and Safety, and Equal Employment Opportunity are adhered to and contribute to the

maintenance and improvement of safety and equity in the workplace.

- Comply with other relevant State and Federal legislation.
- Any other responsibilities that apply to this position as defined in the relevant sections of the Operating Manual or as directed by the General Manager.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

Key Selection Criteria:

Essential:

- Relevant qualifications from an accredited tertiary institution in health services, psychology, criminology, social work or other related human services field.
- Previous senior management experience managing allied health or human services professionals, ideally in a correctional or other institutional setting.
- Demonstrated knowledge of the “What works” literature in offender rehabilitation, in addition to the application of the Good Lives Model (GLM) and principles of Risk Need Responsivity (RNR) in reducing recidivism in offender populations.
- Demonstrated knowledge of research and evidence related to positive reintegration outcomes for people released from prison.
- Exceptional verbal and interpersonal skills that ensure positive relationships are built and maintained with staff and stakeholders.
- High-level strategic thinking, exemplary written and communication skills.
- Demonstrated ability to work under pressure and to strict deadlines to achieve prescribed key performance outcomes.

Desirable:

- Previous experience in either health, social work, psychology, counselling, probation and parole, prisoner rehabilitation, or AOD roles.
- Previous experience working within the offender rehabilitation field within a correctional 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.

Satisfy the mandated Covid-19 vaccination requirements, as set out by the Victorian Government and Department of Health and Human Services for authorised workers.

Work outside of ordinary business hours may be required on occasion.

Employee Acceptance / Manager Approval

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 Approval (of Position Description)

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only) ☐

Master copy lodged with department monitor ☐