

POSITION DESCRIPTION (NON SMT)

Position Title	Correctional Officer
Reference Number	RPPD210
Department	Operations
Position reports to	Correctional Supervisor or Accommodation Supervisor, Close Supervision Unit (CSU).
Positions reporting to this role	
Work Location and Travel	This position is located at Ravenhall Correctional Centre on 101-201, Riding Boundary Rd, Ravenhall, VIC 3023.
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>
Operating Environment	<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</p>

	<p>adult sentenced males. Its contemporary campus-style design reflects four accommodation communities with varying profiles: 1) induction and transition, 2) youth and indigenous, 3) challenging behaviours and more settled prisoners 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, Kangan Institute, and The Gathering Place. 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>
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Position Summary	<p>Correctional Officers play a significant role in the rehabilitation and reintegration of prisoners, as well as in maintaining the good order and security of the Centre and the safety of staff, prisoners and visitors. Correctional Officers provide quality case management services to assigned prisoners in accordance with the prisoner's case-management plan and structured day. The Correctional Officer is flexible and prepared to work in different environments and posts within the Centre.</p>
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Job Profile

Key Role Accountabilities:
<ul style="list-style-type: none"> • Motivate and support prisoners to meet their rehabilitation and reintegration goals. • Undertake required prisoner assessments utilising tools such as Structured Dynamic Assessment of Case Management (SDAC – 21) and Good Lives Assessment Tool (GLAT). • Contribute to the development and ongoing review of prisoner case-management plans.

- Participate in fortnightly case-management meetings with assigned prisoners and attend Case Management Review Committees and other review meetings as required.
- Supervise the behaviour and activities of prisoners on a day-to-day basis in accordance with the Centre's structured day.
- Actively enforce the Centres drug strategy by detecting and deterring trafficking of drugs and contraband, deliver specialist security services and prisoner control.
- Monitor and maintain the dynamic and static security requirements of the Centre, reporting any unusual behaviours or occurrences which could result in a breach of security.
- Participate in the reception, induction, transfer and discharge of prisoners in accordance with GEO policy and procedures.
- Interact with prisoners and respond to their needs by providing services in an appropriate manner in accordance with relevant legislation, the Ravenhall Operating Manual and assigned orders.
- Undertake searches and perform escort duties of prisoners both within the Centre and externally as required.
- Relieve in the position of Correctional Supervisor by mutual agreement and as required.
- Maintain a daily contemporaneous note book of accurate occurrences and events.
- Actively support and work collaboratively with, all Centre program providers including clinicians, health and mental health staff, and Alliance Partners.

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.
- Ability to demonstrate respect for everyone regardless of their role and cultural background.

Position requirements:

Key Selection Criteria

Essential:

- Ability to successfully complete the pre-service training provided by GEO.
- Certificate III in Correctional Practice or if entering as a trainee

	<p>you will have the ability to participate in a registered, nationally approved traineeship program to undertake a nationally accredited Certificate III in Correctional Practice, which must be completed within 12 months of pro-rata service.</p> <ul style="list-style-type: none"> • Current Senior First Aid Certificate. • Ability to be decisive and handle situations in a firm, fair and equitable manner. • Demonstrated high level of communications skills, including the ability to negotiate and interact with people from varying backgrounds. • Demonstrated ability to write concise reports and correspondence. <p>Desirable:</p> <ul style="list-style-type: none"> • Certificate III in Correctional Practice or Certificate IV in Justice or equivalent.
Other Requirements of the Role	<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. • Must be in excellent physical condition and have the ability to pass standard fitness testing. • Ability to work shift work that involves a 7-day rotating roster, including day and night shifts. • Ability to work in varying locations and environments within the Prison to meet the requirements of operational needs.

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 ☐