



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	ENROLLED NURSE – OPIOID ANTAGONIST PROGRAM
Reference Number	PD148
Department	HEALTH SERVICES
Position Reports To	HEALTH SERVICES MANAGER
Positions Reporting To This Role	Nil
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 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.</p>
Position Summary	Assist in the provision of the Opioid Antagonist Program within the centre and perform role related administrative tasks as required.

Key Accountabilities

- Acts as the second checker in the administration of all OAT medications across the facility.
- Performs role related administrative tasks including maintenance of dosing profiles, filing, and other general clerical duties
- Liaising with stakeholders to ensure continuity of care within established procedures.
- Ensures accurate collection of statistics and reports as directed.
- Contributes to Clinical Governance processes by reporting medication inaccuracies through established pathways.
- Reviews patient health records for completeness and accuracy, referring incomplete or inaccurate records to the appropriate clinician for correction.
- Assist in the ordering of OAT medication and subsequent receipt of medication.
- Contributes to a cohesive and professional team by adhering to the GEO *Code of Ethical Conduct*.
- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.
- Reports any issue of concern through established processes.
- Actively participate as a member of the multidisciplinary team.
- Proactively engage and contribute towards continuous improvement within the Health Services Department.
- Perform other duties and responsibilities as designated by the Health Services Manager (or delegate).
- 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 policy 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, the GEO Quality Management System in accordance with the requirements of ISO 9001 and the integration of these systems. These GEO systems are based on best practice standards and where appropriate are also fully accredited.

Key Selection Criteria:

- Current registration with Australian Health Practitioner Regulation Agency (AHPRA).
- Demonstrated competence in organisation and administration skills.
- Proven ability to work efficiently in a multidisciplinary team.
- Demonstrated ability to be flexible and responsive within the workplace.
- Proven ability to communicate clearly and effectively, both orally and in writing, within the organisation and with external parties.
- Experience working with health records or experience with medical office work is preferred however not essential.

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.
- Ability to provide evidence of vaccination records to meet mandatory vaccination requirements or; where medical exemption applies, provide the required evidence to confirm.

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

Manager Approval (of Position Description)

NAME	SIGNATURE	DATE
R. Heycock		30.09.21

Master copy lodged with HO (SLT only) ☐

Master copy lodged with department monitor ☐