

**POSITION DESCRIPTION (NON SMT)**

<b>Position Title</b>	<b>Occupational Therapist</b>
<b>Reference Number</b>	RPPD413
<b>Department</b>	Rehabilitation and Reintegration Services
<b>Position reports to</b>	Senior Clinician, Complex Needs
<b>Positions reporting to this role</b>	
<b>Work Location and Travel</b>	<p>This position is located at <b>Ravenhall Correctional Centre</b> on 101-201, Riding Boundary Rd, Ravenhall, VIC 3023.</p> <p>This position will provide services at GEO's Community Reintegration Centre in Melbourne on a needs basis.</p> <p>Interstate travel may be required.</p>
<b>Organisational Overview</b>	<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"> <li>• We work not only in our correctional centres but continue our services out into the community to support our prisoners after release</li> <li>• 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</li> <li>• We work not only during our prisoners' sentences but also afterwards as they leave the correctional system and return fully to their communities.</li> </ul> <p>Our five values which deliver Better Corrections, Safer Communities are that we Partner, we Lead, we Deliver, we Measure and we Respond.</p>

<p><b>Operating Environment</b></p>	<p><b>Ravenhall Correctional Centre</b> is located in Ravenhall, Victoria, 25 kilometres from Melbourne.</p> <p>Ravenhall is a 1000 (built for 1300) bed medium security prison for adult sentenced males. Its contemporary campus-style design reflects four accommodation communities with varying profiles: 1) induction and transition, 2) youth and indigenous, 3) 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 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 and the 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.</p>
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<p><b>Position Summary</b></p>	<p>The Occupational Therapist is a member of the Complex Needs team providing services primarily in the Close Supervision Unit (CSU), Forensic Mental Health Unit, Management Unit and Mission Based Unit. These specialist units accommodate prisoners with extreme challenging behaviours, mental illness, comorbid disorders, cognitive impairment and other complex needs. The Complex Needs team is multi-disciplinary consisting of psychologists, social workers, an occupational therapist and speech pathologist. The team is managed by a Senior Clinician.</p> <p>The Occupational Therapist will identify and promote interventions to develop, recover or maintain the daily living, vocational and recreational skills of prisoners pre- and post-release with a physical, mental or developmental condition. This position will play an</p>
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	<p>important role in assisting prisoners in the development of healthier ways of functioning in the prison setting, including emphasis on increasing a prisoner’s level of independence, achievement of personal goals and self-management. The Occupational Therapist will contribute to multidisciplinary case-management plans and reviews including behaviour-management plans, with a focus on maximising the prisoner’s involvement in managing their own health and risk.</p>
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**Job Profile**

<p><b>Key Role Accountabilities:</b></p>
<ul style="list-style-type: none"> <li>• Provide expert occupational therapy consultancy, pre- and post-release assessment and intervention.</li> <li>• Promote interventions to develop, recover or maintain the daily living, vocational and recreational skills of prisoners pre- and post-release with a physical, mental or developmental condition.</li> <li>• Assist prisoners in the development of healthier ways of functioning in the prison setting, including emphasis on increasing a prisoner’s level of independence, achievement of personal goals and self-management.</li> <li>• Provide pre- and post-release occupational therapy interventions to increase successful community integration and reduce risk of recidivism.</li> <li>• Assist complex needs clinicians with the co-facilitation of programs</li> <li>• Write clinical case formulations, case-notes and reports recommending treatment needs and outcomes.</li> <li>• Contribute to case-management planning and case reviews, behaviour management plans, suicide and self-harm reviews, and community reintegration plans.</li> <li>• Effectively, efficiently and accurately manage clinical data entry into identified systems and clinical files.</li> <li>• Participate in clinical supervision and professional development opportunities.</li> <li>• Facilitate training as required for custodial and non-custodial staff.</li> </ul>
<p><b>General Responsibilities as a GEO Non Senior Management Team Member:</b></p>
<ul style="list-style-type: none"> <li>• Ensure GEO’s primary goal of reducing reoffending is at the core of everything you do.</li> <li>• 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.</li> <li>• 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.</li> <li>• Have clear understanding of day to day deliverables.</li> <li>• Complete all required training requirements within designated timeframes.</li> <li>• Maintain a satisfactory attendance record.</li> <li>• 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.</li> </ul>

- 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.

**Position requirements:**

<p><b>Key Selection Criteria</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Registration with the Occupational Therapy Board of Australia.</li> <li>• Ability to assess a prisoner's occupational therapy needs, developing case formulations and treatment plans, with the aim of successful community reintegration and ultimately reducing risk of reoffending.</li> <li>• Demonstrated experience in clinical/behavioural/risk assessment, individual and group intervention, in a clinical or other relevant setting.</li> <li>• Demonstrated ability to work collaboratively with others both cross-agency and as part of a multidisciplinary team of professionals.</li> <li>• Excellent verbal and written communication skills, including the ability to effectively and efficiently prepare clinical formulations and reports.</li> <li>• Ability to work as a member of a multi-disciplinary team that involves direct contact with prisoners in a correctional environment and post-release in the community.</li> <li>• Ability to work effectively in a challenging and dynamic environment, demonstrating excellent time-management, organisational and negotiation skills.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of the Victorian Criminal Justice System including the role of the Courts, prisons, parole and community corrections.</li> <li>• Experience working in an institutional or correctional environment.</li> <li>• Experience working with mandated clients.</li> </ul>
<p><b>Other Requirements of the Role</b></p>	<ul style="list-style-type: none"> <li>• Ability to work within a correctional setting, which will involve direct contact with prisoners.</li> <li>• Valid and current full Australian driver's licence.</li> <li>• Satisfactory completion of a National Criminal History Check.</li> <li>• Ability to obtain and maintain a security clearance.</li> <li>• Work outside of ordinary business hours may be required on occasion.</li> </ul>

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