

POSITION DESCRIPTION

	Manager, Aboriginal Programs
Position reports to	Director, Rehabilitation and Reintegration
Positions reporting to this role	Aboriginal Wellbeing Officer Aboriginal Programs Officer(s) Aboriginal Post-Release Caseworker(s) Contract Management: Aboriginal Service Provider(s)
Work Location and Travel	This position is located at Ravenhall Correctional Centre on 101-201, Riding Boundary Rd, Ravenhall, VIC 3023. This position will provide services at GEO's Community Reintegration Centre Melbourne on a needs basis. Interstate travel may be required.
Organisational Overview	Our goal is to deliver better corrections, and in doing so, create safer communities. 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. 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. To reduce reoffending we apply the GEO Continuum of Care: <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>

<p>Operating Environment</p>	<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 adult sentenced males. Its contemporary campus-style design reflects four accommodation communities catering to the needs of 1) induction and transition, 2) youth and Aboriginal, 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 Victorian community-based agencies. 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>Position Summary</p>	<p>The Manager, Aboriginal Programs will play a key role in the design and development of the service model for Aboriginal prisoners at Ravenhall. This includes developing and managing their own team as well as being responsible for the direct contract management of Ravenhall's Aboriginal Service Providers. This role will focus on building connections and partnerships with Aboriginal community organisations with a commitment to building capacity across the service system and delivering specialised programs to Aboriginal prisoners that address the drivers of reoffending and improve social and emotional wellbeing. This role will be committed to ensuring that Ravenhall meets the needs of Aboriginal prisoners via pre- and post-release programs and services founded upon strengthening connections to family, culture and country.</p>
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Job Profile

Key Role Accountabilities

Prior to the opening of Ravenhall Correctional Centre, the Manager, Aboriginal Programs will play a key role in the design and development of services including:

- Review and refine the Ravenhall Service Delivery Model for Aboriginal prisoners
- Finalise the Aboriginal programs to be delivered at Ravenhall
- Attending identified meetings to facilitate service integration and build relationships with internal and external stakeholders
- Review and provide feedback on relevant Operating Instructions to ensure all services at Ravenhall are delivered in a culturally responsive way
- Build relationships and partnerships with Aboriginal community organisations across the State to ensure programs and services are responsive to the needs of Aboriginal prisoners as well as develop clear post-release pathways that facilitate positive reintegration outcomes
- Present to relevant stakeholders in relation to Ravenhall
- Review the proposed Ravenhall Aboriginal Programs Team staffing model
- Coordinate and lead the recruitment of Ravenhall's Aboriginal Programs staff including the development of position descriptions, advertising, application and interviewing processes
- Develop a performance monitoring and reporting framework for contracted services.
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When Ravenhall is operational, the Manager, Aboriginal Programs will:

- Lead and manage Ravenhall's Aboriginal Programs staff including training, coaching, mentoring and provision of supervision where appropriate.
- Maintain positive relationships and networks with Aboriginal community organisations to ensure integration of services and post-release pathways to facilitate successful reintegration of Aboriginal prisoners.
- Contribute to and attend appropriate community forums to continue to identify and develop opportunities for innovation within Ravenhall's programs and services for Aboriginal prisoners that facilitate improvements in social and emotional wellbeing and reduce risk of recidivism.
- Provide leadership, expert advice and consultation to the Director, Rehabilitation and Reintegration and other stakeholders on issues related to the needs of Aboriginal prisoners.
- Provide appropriate training and support to Ravenhall staff and stakeholders to ensure culturally responsive delivery of services across Ravenhall.
- Coordinate and manage delivery of Aboriginal Programs/Services at Ravenhall.
- Monitor performance reporting and provide contract management of the Aboriginal Service Provider(s).
- Ensure that Aboriginal Programs Staff and contractors effectively, efficiently and accurately collect and input data into data management systems (e.g. Gateway), providing for high-level reporting against Service Delivery Outcomes and Key Performance Indicators.
- Monitor, support and build the delivery of Aboriginal programs and services at the Community Reintegration Centre in an effort to positively affect reintegration outcomes.
- Engage with internal and external stakeholders to establish and implement evaluation processes for Aboriginal service provision at Ravenhall.
- Undertake other duties as required.

General Responsibilities as a GEO Staff 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.

Position Requirements

Key Selection Criteria	Mandatory Requirement
	<ul style="list-style-type: none"> - Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position <p>Essential</p> <ul style="list-style-type: none"> - Extensive knowledge of Aboriginal and Torres Strait Islander cultures and communities, and demonstrated commitment to improving outcomes for Aboriginal people. - Demonstrated ability to engage effectively with Victorian Aboriginal community members and organisations, and to develop networks and partnerships to affect positive outcomes for Aboriginal people. - Experience in managing the development, implementation, monitoring and evaluations of Aboriginal programs in large and complex service delivery environments. - Demonstrated ability to develop, lead and manage a staffing team including role-modelling positive values and behaviours, to create vision, set clear direction and provide supervision, coaching and mentoring. - Highly developed interpersonal skills and proven capacity to develop collaborative relationships with the public and private sector. - Experience in performance monitoring and reporting. - Excellent communication skills (both oral and written, including report writing). - Ability to meet deadlines and highly developed problem-solving skills to respond to and address issues as they arise.

	<p>Desirable</p> <ul style="list-style-type: none">- A relevant tertiary qualification or proven extensive experience in managing a team and the development and management of programs within a human services environment is highly desirable.- Understanding of the issues impacting upon Aboriginal prisoners and offenders.- Knowledge and understanding of the Criminal Justice System including relevant policy documents driving correctional responses to the needs of Aboriginal prisoners and offenders.
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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