

**POSITION DESCRIPTION (SMT)**

<b>Position Title</b>	<b>Manager, Rehabilitation and Reintegration</b>
<b>Reference Number</b>	1.6.1
<b>Department</b>	Rehabilitation and Reintegration
<b>Position reports to</b>	General Manager
<b>Positions reporting to this role</b>	Senior Clinician, Assessment and Transition Coordinators, Activities Supervisor, Aboriginal Liaison Officer and ASO Offender Development
<b>Work Location and Travel</b>	This position is located at <b>Fulham Correctional Centre</b> on 110 Hopkins Road, Fulham, VIC 3850.  Interstate travel may be required. (Leave for all GEO SMT positions)
<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. 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>
<b>Operating Environment</b>	<b>Fulham Prison</b> is located in Fulham, Victoria, 10kms west of Sale, VIC.

	<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>
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<p><b>Position Summary</b></p>	<p>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 behavior and Alcohol and Other Drug interventions, the Assessment and Transition Coordinators who are responsible for assessing and responding to prisoner transition and reintegration needs, and the activities team who provide prisoners with access to recreational activities. The Manager also oversees the faith and culture portfolio including chaplaincy, Aboriginal and Torres Strait Islander programs and services.</p> <p>The position directly supports the General Manager in the administration, development, supervision and implementation of both internally delivered and contracted rehabilitation and reintegration programs.</p>
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**Job Profile**

<p><b>Key Role Accountabilities:</b></p>
<ul style="list-style-type: none"> <li>• Lead and manage the Rehabilitation and Reintegration Services team including direct line management of the Senior Clinician, Assessment and Transition Coordinators and activities staff.</li> </ul>

- Provide clinical 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.
- Ensure effective, efficient and accurate data collection, management and reporting by Rehabilitation and Reintegration Services staff, in order to deliver on contractual requirements.
- Manage the Rehabilitation and Reintegration Services budget and expenditure.
- Drive a quality assurance framework supported by strategy, policy, process improvements and annual business planning.
- Oversee and monitor Fulham's research and evaluation framework and represents GEO at relevant professional conferences and forums.
- Develop and maintain positive community relationships and university partnerships.
- 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.
- Monitors the ongoing efficacy of the Rehabilitation and Reintegration service delivery model and recommends to the General Manager remedial action if necessary.
- Oversees services rendered by sub-contractors.
- Reports on the performance of Rehabilitation and Reintegration services monthly, or more frequently if required by contract, and maintains the required statistical records.
- Ensures all Departmental staff receive periodic performance evaluations, engage in appropriate training and professional development opportunities.
- 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.

**General Responsibilities as a GEO Senior Management Team Member (and above):**

- Inspire and motivate others, communicating professionally and assertively, providing leadership at a professional, functional and operational level at all levels of the organisation.
- Drive for results and ensure Department outcomes align with and contribute to the overall Centre and Corporate outcomes.

- Build and maintain effective professional relationships, negotiating and resolving operational, technical and managerial issues, as well as building individual capability of the Department.
- Develop a team based approach to planning and decision making.
- Develop innovative processes and procedures that maximise Centre efficiencies and responses to client needs.
- 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.
- Remain knowledgeable regarding statutory requirements, which may affect administrative decisions and/or operations of the organisation.
- Seek out development and network opportunities by attending industry forums.
- Have clear understanding of day to day contractual deliverables.

**Position requirements:**

**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 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 resettlement and 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 written and communication skills.
- Demonstrated ability to work under pressure and to strict deadlines to achieve prescribed outcomes.

	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in either, health, social work, prisoner classification, counselling, probation and parole, prisoner rehabilitation, or penology.</li> <li>• Demonstrated knowledge of policies, procedures, programs, guidelines and orders relating to Correctional Centre management, and to be able to apply these.</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 involves 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