



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION (NON SMT)

<b>Position Title</b>	<b>PROGRAM FACILITATOR</b>
<b>Reference Number</b>	PD087
<b>Department</b>	REHABILITATION AND REINTEGRATION
<b>Position Reports To</b>	PROGRAM COORDINATOR
<b>Positions Reporting To This Role</b>	NIL
<b>Work Location And Travel</b>	<p>This position is located at <b>Junee Correctional Centre</b> on Park Lane, Junee, NSW 2663.</p> <p>Interstate travel may be required.</p>
<b>Operating Environment</b>	<p><b>Junee Correctional Centre</b> 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 853 adult prisoners 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>
<b>Position Summary</b>	<p>Program Facilitators work within an integrated practice framework, utilising the Risk Need Responsivity (RNR) Model and the Good Lives Model (GLM) to guide assessment, treatment and case-management recommendations.</p> <p>Program Facilitators are responsible for completing assessments and delivering offence-related programs addressing key criminogenic needs such as addiction, family violence, anger and aggression and cognitive skills such as problem solving and conflict resolution.</p>

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Intervention is largely group-based with individual intervention available to those unable to participate in groups.

Program Facilitators work closely with case officers and all program areas to ensure an integrated approach to case management, whereby interventions and referral pathways address assessed risks and needs, ultimately reducing an Inmates risk of re-offending.

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### Key Accountabilities

- Participate as a member of the Rehabilitation and Reintegration team under the direct line management of the Program Coordinator.
  - Undertake various assessments including the Level of Service Inventory (LSI/R) to determine an Inmate's risk of re-offending, program suitability assessments and other assessments as required.
  - Facilitate offending behaviour programs according to CSNSW program guidelines, what works principles and the Centre Programs Plan.
  - Facilitate group interventions targeting criminogenic needs such as treatment readiness, violence, family violence, substance abuse, antisocial attitudes, problem solving and impulsivity in addition to programs targeting wellness, healthy relationships, trauma and reintegration.
  - Provide individual cognitive-behavioural intervention to prisoners experiencing distress, requiring individual support or unable to engage in group interventions. Individual intervention is offered within the facilitator's scope of training and qualification.
  - Contribute to case-management planning and ongoing case reviews, behaviour support plans and community reintegration plans.
  - Effectively, efficiently and accurately manage data entry into identified systems and client files with regard for client confidentiality.
  - Ensure appropriate follow up work is completed after the conclusion of each session/program, ensuring documents, reports and data are maintained and recorded in accordance with Departmental and GEO policy.
  - Ensure effective systems are established and maintained to review and monitor offender progress and program efficacy.
  - Participate in clinical supervision, peer supervision and professional development opportunities consistent with the program facilitator role.
  - Facilitate training as required for custodial and non-custodial staff regarding offender rehabilitation and effective case-management.
  - Participate in the offender induction program as required.
  - Be cognisant of 'purpose and place' when undertaking all duties.
  - Co-operate 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.
  - Co-operate with the GEO Group Australia's efforts to establish, maintain and continuously improve the GEO Environmental Management System in accordance with the requirements ISO 14000, 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
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and where appropriate are also fully accredited.

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### Key Selection Criteria:

#### Essential:

- An undergraduate degree in social work, psychology, criminal justice or criminology and/or equivalent experience in a related field.
- Demonstrated knowledge of the New South Wales Justice System including the role of the Courts, prisons, and community corrections.
- Demonstrated knowledge of the “What works” literature in offender rehabilitation and principles of Risk Need Responsivity (RNR) in reducing recidivism in offender populations.
- Experience in clinical and/or risk assessments, individual and/or group intervention, in a correctional, clinical or other relevant community setting.
- Demonstrated ability to work collaboratively with others both cross-agency and as part of a multidisciplinary team of professionals.
- Excellent verbal and written communication skills, including the ability to effectively and efficiently prepare reports.
- A professional attitude with well-developed interpersonal, communication, problem solving and conflict resolution skills.
- Certificate IV Correctional Practice or willingness to complete within 2 years of employment.

#### Desirable:

- Post-graduate qualifications in your chosen discipline.
  - Recognised PBA Supervisor status for Higher Degree students, 4+2 and 5+1 supervision programs (Psychologists only).
  - Membership of relevant Professional Bodies or organisations.
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### Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with prisoners.
  - Maintain a continuing satisfactory security clearance as approved by the Commissioner of Corrective Services New South Wales (CSNSW).
  - 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.
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### Employee Acceptance

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.

NAME	SIGNATURE	DATE

Master copy lodged with HO (SMT only)

Master copy lodged with department monitor