



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

<b>Position Title</b>	<b>ABORIGINAL LIAISON OFFICER</b>
<b>Reference Number</b>	PD130
<b>Department</b>	REHABILITATION AND REINTEGRATION
<b>Position Reports To</b>	CULTURAL ADVISOR
<b>Positions Reporting To This Role</b>	NIL
<b>Work Location And Travel</b>	This position is located at <b>Junee Correctional Centre</b> on Park Lane, Junee, NSW 2663.
<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>The Aboriginal Liaison Officer (ALO) is responsible for developing, coordinating and delivering a range of Culturally appropriate programs and services for Aboriginal and Torres Strait Islander prisoners. The ALO will assist Aboriginal and Torres Strait Islander prisoners to access appropriate pre and post release programs and entitlements to assist with their reintegration into the community.</p> <p>The ALO will also support the Aboriginal Delegate Committee and advise on Aboriginal cultural, heritage and social justice matters.</p>

---

In addition, the ALO will be a member of the Case Planner team developing case plans that address the individual risks and needs of inmates. Also assisting in the administering of the LSIR /AOD assessments as required.

---

### Key Accountabilities

- Participate as a member of the broader Rehabilitation & Reintegration team under the direct line management of the Cultural Advisor.
- Plan, coordinate and supervise appropriate cultural and educational activities for Aboriginal and Torres Straits Islanders Inmates, to ensure offenders can express their identity and beliefs in culturally sensitive ways, strengthening their ability to reintegrate and lead successful lives once they are released.
- Develop and coordinate the implementation of the Aboriginal Participation Plan and retain responsibility for the plan update.
- Assist the Centre Cultural Advisor in Preparing the Annual Cultural Responsiveness Business Plan.
- Be aware of current national issues and events impacting the Aboriginal and Torres Straits Islanders community within the Centre including GEO Group staff.
- Connect Aboriginal and Torres Strait Islander Offenders to agencies and Community by sourcing suitable role models/community members, to visit the Centre as well as facilitating regular visits by community Elders.
- Create an awareness and respect for the value and depth of Aboriginal and Torres Strait Islander spirituality with Inmates, stakeholders and Centre Staff.
- Liaise with other stakeholders to ensure that all requirements of the Rehabilitation and Reintegration Departments strategic goals are met, including vocational education.
- Chair (in the absence of Cultural Adviser) the local Aboriginal Inmate Delegate Committee (AIDC) meetings to achieve offender's positive cooperation towards culturally based activities. (Currently chaired by the Cultural Adviser).
- Attend scheduled Inmate Delegate Committee (IDC) meetings and as required provide support and feedback to this committee in a timely manner.
- Act as a resource for the Operations Manager on the appropriate treatment protocols for the management of the Aboriginal and Torres Straits Islanders cultures within the Centre, including when undergoing cell confinement, off privileges and when Inmates are received into custody.
- Liaise with funding bodies as required to obtain funding to support appropriate Cultural programs.
- Act in the role of Cultural Advisor as required.
- Performs other related duties as assigned by the Rehabilitation and Reintegration Manager.
- 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 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.

- Ensure compliance with all Company Policies and Procedures and the Governance, Risk and Compliance Manual.

---

### Key Selection Criteria:

- Identify as an Aboriginal and/or Torres Strait Islander and be an active member with in the local Aboriginal Communities.
- Knowledge and understanding of Aboriginal family structure, culture, customs and its impact on health outcomes for the indigenous community.
- The ability to provide input in areas such as professional development, training, professional standards and ethics as they relate to Aboriginal and Torres Strait Islander services and programs.
- Demonstrated effective communication and interpersonal skills including the ability to prepare reports, liaise with a wide range of Staff, community members, specialist and management groups.
- Well-developed organisation, coordination and time management skills in order to meet deadlines.
- Demonstrated knowledge/experience in case planning or case management roles.
- Ability to maintain a high level of confidentiality.
- Certificate IV Correctional Practice or willingness to complete within 2 years of employment.

### Desirable

- Knowledge and understanding of the issues identified by the Royal Commission into Aboriginal Deaths in Custody and their recommendations, which impact on criminal justice matters.
- Demonstrated experience working effectively in a multi-disciplinary team environment.
- Prior experience in case management, social work or a human services industry will be highly regarded.

---

### 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.

### 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