



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

<b>Position Title</b>	<b>ASO HEALTH SERVICES 1</b>
<b>Reference Number</b>	PD038
<b>Department</b>	HEALTH SERVICES
<b>Position Reports To</b>	HEALTH SERVICES MANAGER
<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>	<ul style="list-style-type: none"><li>• Performing general clerical duties as required and assisting the Health Services Manager in the overall organisation and operation of the medical unit.</li><li>• Responsible for compiling and maintaining Centre patient medical records.</li></ul>

## Key Accountabilities

- Co-ordinates all requests for health information. Retrieves and releases information from health records upon proper authority.
- Summarises and prepares data for analysis and research. Answers inquiries concerning medical record information for unauthorised personnel.
- Audits health records of all departing patients and forwards appropriate files to the relevant Prisoner Medical Records Department or other designated location.
- General clerical duties required for the operation of the medical unit (telephone, typing, computing skills, coordination and triage of activities, communication with other departments within the Centre, and preparation of accounts).
- Assisting with stock control and itemising of medical supplies and equipment.
- Performs other related duties as assigned.
- Provide clerical services to health services staff.
- Other duties as directed by the Health Services Manager.
- Responsible for scheduling external allied health appointments
- Responsible for processing all 108 purchase orders and monthly accruals
- 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.

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## Key Selection Criteria:

- A willingness to undertake a Medical Terminology Course.
- Demonstrated experience with a variety of computer applications including spreadsheets and word processing.
- Demonstrated keyboard skills with a high degree of accuracy.
- Demonstrated understanding of office procedures.
- Proven written and oral communication skills.
- Demonstrated organizational skills and the ability to prioritize workload.
- Demonstrated ability to meet deadlines as directed.
- Demonstrated ability to work unsupervised.

### 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