



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	HEALTH PROMOTIONS NURSE
Reference Number	PD007
Department	HEALTH SERVICES
Position Reports To	HEALTH SERVICES MANAGER
Positions Reporting To This Role	NIL
Work Location And Travel	This position is located at Junee Correctional Centre on Park Lane, Junee, NSW 2663.
Operating Environment	<p>Junee Correctional Centre 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 910 adult prisoners (or up to the capacity of available beds) 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> <p>Interstate travel may be required.</p>
Position Summary	The Health Promotions Nurse is responsible for program development, implementation, evaluation and sustainability within the context of Health Promotion, facilitating Health Promotion within the broader organisation, the detailed planning, implementation and reporting of HP activities, and a range of project tasks as they arise.

Key Accountabilities

- Be involved in the assessment, planning, implementation and evaluation of health care, ensuring initial and review of chronic disease plans are completed for all patients.
- Monitor the Chronic Disease Screen (CDS) waitlist on PAS and action items within agreed timeframes.
- Complete all required patient documentation ensuring documentation standards relating to assessment care planning, progress notes and discharge planning are met.
- Maintain prisoner's medical records (electronic and hard copy) in accordance with the guidelines of Junee Correctional Centre and JHFMHN.
- Ensures the prisoner and other relevant service providers are involved in the prisoner's healthcare planning whilst incarcerated and forecasting for discharge.
- Coordinates planning and delivery of education programs for prisoners and staff pertinent to Health Promotion.
- Coordinates prisoner immunisation programs in compliance with Key Performance Indicators.
- Completes Fit for Work assessments as required, ensuring any anomalies are reviewed by the GP prior to a decision being made on work readiness.
- Maintains databases as required to prove compliance with all applicable Key Performance Indicators and Service Delivery Outcomes.
- Support the service planning for the identification of priority health issues around evidence based needs analysis.
- Research/source and critique available information of relevance to projects undertaken and programs being developed to ensure evidence based practice.
- Ensure adequate marketing of projects and programs to ensure the support of key stakeholders, including examining innovative processes.
- Identify barriers to effective program development and project management and strategies to overcome these barriers.
- Complete patients' clinical observations and other clinical measurements ie ECG, spirometry as required
- Is aware of the budgetary requirements and constraints and actively participates in managing the budget.
- Reports to the Health Services Manager any issues that will cause budget variances.
- Contributes to the development of corrective strategies when required.
- Operate as a team member of the Health Services and the facility.
- Work collaboratively and collegially with other staff within the facility including all subcontracted service providers and visiting specialists.
- Carries out role within limits of competency, legislation and Centre/Company policy.
- Agree to undertake professional development.
- Maintains annual registration with AHPRA.
- Initiates and maintains compliance with standards for accreditation and Key Performance Indicators (KPI's).

- Performs other duties and responsibilities as designated by the Health Services Manager.
- Be cognisant of 'purpose and place' when undertaking all duties.
- Cooperate 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.
- Cooperate 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 Values, Policies and Procedures and the Governance, Risk and Compliance Manual.
- Assists and participates in activities supporting the ongoing accreditation process.

Key Selection Criteria:

Essential:

- Nursing qualifications and current registration with AHPRA.
- Proven experience in Chronic Disease Management.
- Demonstrated ability to work within multi-disciplinary team.
- Demonstrated ability to contribute to the professional practice within the unit.
- Demonstrated competence in written and verbal communication skills.
- Demonstrates advanced level of computer literacy.
- Developed analytical, problem solving skills and initiative.
- Demonstrated knowledge of Innovative promotion of healthy lifestyles.
- Demonstrated knowledge of Equal Employment Opportunity, GEO's EOWA plan and Workplace Health and Safety principles.

Desirable:

- Experience working to Key Performance Indicators.
- Certificate IV in Training and Assessment.
- Accredited Immuniser or capacity to undertake.

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/Manager Approval

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.

EMPLOYEE'S NAME	SIGNATURE	DATE

Manager Approval (of Position Description)

NAME	SIGNATURE	DATE
S. Brideoake		20.05.20

Master copy lodged with HO (SMT only)

Master copy lodged with department monitor