



The GEO Group Australia Pty Ltd.

POSITION DESCRIPTION

Position Title	RETURN TO WORK COORDINATOR
Reference Number	PD134
Department	HUMAN RESOURCES
Position Reports To	HUMAN RESOURCES 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	<p>The Return to Work Coordinator (RTW) works in consultation with Managers coordinate the management of injured workers in the workplace in accordance with legislative requirements and promote wellness and injury prevention/safety initiatives amongst staff.</p> <p>The RTW Coordinator provides ongoing training and skill enhancement to line managers and supervisors on WHS, Injury Management concepts and GEO policies and procedures.</p>

Key Accountabilities

- Manage all Workers Compensation claims, workplace and non-work related injuries in a professional and timely manner.
- Provide advice to management on matters including their responsibilities relating to Workers Compensation Claims, Return to Work and relevant legislation to the workplace.
- Consult with the Company Workers Compensation Insurer, Rehabilitation Providers, ICARE and other relevant bodies as required.
- Liaise with parties involved in return to work including medical or hospital service providers, management, injured or ill workers, supervisors, external rehabilitation providers, health & safety reps, unions and other stake holders in the return to work process.
- Promote safety and wellness within the workplace through safety and wellness programs, policies and procedures within the workplace.
- Conduct or facilitate educational and/or training programs for staff in relation to injury management and wellness.
- Assist injured workers to remain at work wherever practicable or to return to work on suitable duties as soon as possible after injury, in accordance with relevant guidelines and standards.
- Ensure professional confidentiality is maintained whilst managing any activity related to an injured workers claim.
- In consultation with management identify suitable duties (e.g. alternate duties, redeployment) and arrange co-ordination and monitoring of injured or ill workers returning to work.
- Ensure steps are taken as far as is practicable to prevent recurrence or aggravation of the injury upon the workers return to work.
- Endeavour to resolve disputes by consultation with the injured or ill worker, their Supervisor, the rehabilitation provider and where applicable other representative/s representing the worker.
- Collect workplace injury statistics and prepare monthly reports and other reports as required.
- Ensure case management records, including file notes and reports etc. are maintained on the WHS & Injury management reporting system.
- Prepare and provide accurate Workers Compensation payment details to Payroll and Workers Compensation Insurer to ensure timely payments are made.
- Investigate incidents and recommend ways to eliminate or reduce workplace risks.
- Relieve in the role of Work Health and Safety Specialist or provide support as required.
- Other duties as may be directed by the Human Resources Manager.
- Be cognisant of 'purpose and place' when conducting daily 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.
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Key Selection Criteria:

Essential:

- Demonstrate sound knowledge and understanding of NSW WHS and Workers Compensation legislation.
- Demonstrated experience and/or qualifications in Safety Management, Claims Management and/or Return to Work functions
- Return to Work Coordinator Certificate or willingness to immediately commence and obtain within 3 months.
- High level of interpersonal skills – particularly the ability to relate and negotiate with all levels of management, supervisors, health and safety reps, injured or ill workers, medical practitioners, health professionals, external rehabilitation providers, employee representatives and other stake holders in Occupational Health and Safety, Rehabilitation and Claims Management.
- Ability to work professionally and effectively without supervision and demonstrate personal qualities conducive to team oriented work where initiative, flexibility, and personal organisation are highly regarded.
- Demonstrated maturity, self-motivation, and excellent communication skills, active listening skills with philosophical commitment to the objectives of the Company.
- High level of written communication skills, in particular a demonstrated ability to prepare reports, submissions of a complex nature and maintain appropriate records.
- Sound working knowledge of computer applications.

Desirable:

- Training qualifications from a recognised tertiary institution.
 - Knowledge of ISO 9001 – Quality Management Systems, AS/NZS 4801: 2001 & OHSAS 18001:2007 – Occupational, Health and Safety Management Systems.
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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.
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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