



The GEO Group Australia Pty Ltd.

## POSITION DESCRIPTION

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| <b>Position Title</b>                   | <b>TRAINING FACILITATOR</b>  |
| <b>Reference Number</b>                 | PD140  |
| <b>Department</b>                       | VOCATIONAL SERVICES  |
| <b>Position Reports To</b>              | EDUCATION COORDINATOR  |
| <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 910 adult inmates (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 an inmate's risk of reoffending and increase the likelihood of successful community reintegration.</p> <p>The team at Junee achieves exceptionally high levels of inmate engagement with its responsive interventions. This includes developing strategies that encourage and enable marginalised inmate groups to participate. The team will also develop and implement strategies to encourage engagement with Indigenous Australians.</p> <p>Interstate travel may be required.</p> |
| <b>Position Summary</b>                 | <p>The Training Facilitator is responsible for the delivery of training programs that increase inmates' vocational skills and post-release employability. The Training Facilitator works in close collaboration with industry trade instructors to ensure consistency in training approach and learning outcomes. Contributing to Junee's integrated case-management model, a core component of the role is to contribute to the content and monitoring of case plans and provide feedback to the Case Management Committee (which may involve the identification of appropriate engagement priorities and timelines and the review and amendment to inmate case plans, as required).</p>  |

The Training Facilitator is an integral part of the team responsible for the development of skills and behaviours that will reduce inmate reoffending and contribute to their reintegration and employability on release.

### Key Accountabilities

- Integrate the GEO Continuum of Care vision and operating philosophy into the fabric of the prison environment, ensuring all staff are aligned to inmate rehabilitation and reintegration through vocational services.
- Lead by example, demonstrating the benefits and value of prosocial inmate engagement in developing a positive prison social climate.
- Demonstrate and model GEO values in everything you do – **Integrity, Respect, Accountable, Agile and Innovation.**
- Contribute to the strategic direction of Junee’s Vocational Services Department including the delivery of quality education, vocational training and meaningful inmate employment.
- Participate in the assessment of inmate’s vocational goals and recommend appropriate training pathways.
- Consult, develop and monitor case plans for each inmate incorporating vocational training needs and pathways.
- Demonstrate awareness of individual learning styles by facilitating vocational training in a responsive manner.
- Engage, motivate and provide ongoing mentoring and feedback to inmates on their training progress, supporting them to achieve their vocational goals.
- Contribute to GEO’s Continuum of Care model through ongoing engagement in inmate case management and case reviews as required by the Case Management Committee.
- Facilitate inmate orientation, training and development activities in accordance with adult learning principles including via online platforms and other innovative technologies.
- Ensure compliance with all contract Performance Measures, Company Policies and Procedures and the Governance, Risk and Compliance Manual.
- Undertake and maintain professional development obligations in order to maintain professional currency.
- 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 Policies and Procedures and the Governance, Risk and Compliance Manual.

### Key Selection Criteria:

- Certificate IV in Training and Assessment (TAE40116 or its successor).
- Appropriate trade qualifications and industry experience in one or more of the following:
  - Construction.
  - Engineering and automotive.
  - Horticulture.
  - Hospitality.
  - Maintenance.
  - Domestic operations including farming, laundry, cleaning or recycling.
- Ability to work effectively with people from diverse backgrounds and life experience.
- Effective oral, written and interpersonal communication skills.
- A commitment to positively meeting the employment, educational and vocational training needs of inmates and a genuine desire to contribute to a reduction in reoffending.

### Other Requirements of the Role

- Ability to work within a correctional setting, which will involve direct contact with inmates.
- Valid and current full Australian driver's licence.
- Satisfactory completion of a National Criminal History Check.
- Ability to obtain and maintain a security clearance.

### Desirable

- A Certificate IV in Correctional Practice CSC40115 or willingness to obtain same within 12 months.

### 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 |           |      |

Master copy lodged with HO (SLT only)

Master copy lodged with department monitor