



ZIG ZAG YOUNG WOMEN'S RESOURCE CENTRE INC

Locum Community Education Worker – Sexual Assault Program

POSITION DESCRIPTION

Position Title and Program Designation:	Community Education Worker - Sexual Assault
Employer:	Zig Zag Young Women's Resource Centre Inc
Status:	Part Time, 4 month Fixed Term Contract
Work Hours:	55 hours per fortnight
Pay Award and Classification:	QCSCA Award Level 5

Although there is some flexibility in working hours, according to the needs of the team, it is expected that as far as possible this position is worked between 9am – 5.00pm. Specific work hours and days will be negotiated with the Manager with reference to your own needs, the needs of the Program team and the broader needs of Zig Zag. This position may occasionally require some after hours or weekend work as directed by the Manager and/or Management Committee.

FUNDING

This position is contingent of recurrent funding from the Queensland Department of Child Safety, Youth and Women. Should funding be discontinued employees of the service will be advised with as much notice as possible and obligations under the relevant Award/Agreement/legislation fulfilled.

REPORTING AND ACCOUNTABILITY

This position is directly accountable to the Senior Practitioner – Sexual Assault, and indirectly to the Manager and to the Zig Zag Management Committee. All employees are expected to engage in supervisory processes and to be accountable for all aspects of their work at Zig Zag.

SEXUAL ASSAULT TEAM OBJECTIVE:

The Community Education Worker – Sexual Assault will work collaboratively and supportively within the Zig Zag Sexual Assault Program team in the effective delivery of information and support on issues relating to sexual assault, and in the provision of high-quality therapeutic support services to young women survivors of sexual violence. The Sexual Assault Program team achieves this through the provision of individual counselling and support, support groups, community education on the nature and dynamics of sexual assault, and the development of professional training resources on issues relating to responding appropriately to young women survivors.

POSITION OBJECTIVE

All employees are required to work within the bounds set by the Zig Zag mission statement, philosophy and practice framework. All employees are required to implement and adhere to the guidance provided by Zig Zag policy and procedures.

The objective of the Community Education Worker - Sexual Assault position is to work collaboratively within the Sexual Assault Program, and in the broader staff team, to deliver high-quality, ethical and flexible sexual assault counselling/support services to young women survivors of sexual assault. This position also has responsibility for the coordination, with decision-making support and direction from the Program team, of the Sexual Assault Program's community education and professional training program.

PRIMARY DUTIES:

1. Community education, training and development and resourcing

- Work collaboratively in the development and delivery of community education workshops and events to raise community awareness of the incidence, nature, dynamics, and impacts of sexual violence; and to support the development of community responses to address and prevent sexual violence.
- Work collaboratively in the development and delivery of training workshops for professionals on responding appropriately to young women who may have experienced sexual violence.

- Contribute to the development of innovative, user-friendly resources about young women and sexual violence as negotiated within the Sexual Assault Program team.
- Resource, support and provide information and appropriate referrals to workers on an ongoing basis in relation to working with young women who have experienced sexual violence.
- Provide information/awareness raising sessions about the service and the impact of sexual violence on young women
- Liaise, consult and develop strategic links with other services providers in order to provide collaborative training and community responses.

2. Counselling/Group Work

- Provide individual counselling and support as negotiated with young women and the Sexual Assault Program team, using a flexible approach that may integrate therapeutic work, advocacy and provision of information and referrals.
- Where resources allow, and in conjunction with the Sexual Assault Program team, develop and provide outreach strategies that maximise young women's access to sexual assault services.
- To work collaboratively within the Sexual Assault Program team in the planning, development, and delivery of quality therapeutic support groups and/or workshops for young women survivors of sexual violence, including the monitoring of trends arising from individual support that can inform groups planning and development.
- To implement evaluation processes for all group work undertaken, and to use feedback in the development of future groups.
- To document all group work programs developed, and to produce information of innovative group work activities as resources allow.

3. Information & Referral

- Provide appropriate and timely information, support and referral to young women who have experienced sexual violence; including information that will assist them to access and navigate medical, forensic, police and criminal justice systems, and other support services.

- Provide appropriate and timely information, support and referral, where safe and appropriate, to young women's primary supporters (e.g. parents, family members, carers, partners, etc).
- Provide appropriate information to other professionals in responding to the needs of young women who are survivors of sexual violence, including advice on established interagency protocols and pathways for reporting sexual offences and accessing further medical, forensic, and legal systems.

Organisational and team participation.

Zig Zag is a feminist organisation that uses collaborative decision making processes. Many operational and service delivery-related decisions are made within the Sexual Assault Program team and the wider staff team. The Community Education worker requires a high degree of skills in collaborative decision making, and will be accountable to the relevant team for decisions made at that level.

Each team member is expected to foster and maintain a supportive and open team environment through the consistent use of open and respectful communication. Many of the decisions regarding the work of the Program team will take place in team meetings including case and workload management and approaches to direct service delivery. The following list identifies tasks that the Community Education position is expected to participate in with respect to the general operations of the organisation and more specifically within the Program team.

Organisational Participation

- Prioritise participation in staff meetings.
- Active participation in monthly internal supervision and external supervision approximately every 6-8 weeks.
- Represent Zig Zag and its programs appropriately and professionally to the community.
- Advocate on behalf of Zig Zag as determined by the staff and/or Management Committee.
- Provide input into organisational systems and policy development.

- Participate in organisational planning, review and evaluation, including Strategic and Operational Planning.
- Attend Management Committee meetings as required and/or as determined within the team.
- Participate in human resource processes as required (e.g., recruitment processes, performance planning and review processes, student supervision).
- Participate in organisational team building activities as required.
- Where possible and appropriate be actively involved in project development including the acquisition of funds.

Participation in Program Team

- Regularly review and develop policies and procedures directly related to the service delivery functions of the Program team.
- Prioritise participation in Program team meetings to inform, plan and make recommendations in relation to the on-going operational needs of the team and/or organisation.
- Actively participate in team decision-making processes including team meetings and team group supervision.
- Actively embrace a team culture that is supportive, accountable, transparent and self-reflective, and that supports a high level of ethical practice.
- Attend relevant training as negotiated within the team and with your supervisor.
- Participate in the evaluation and documentation of the work done by your Program team.
- Provide input into the development of funding body service agreements.
- Collect relevant reporting data for the funding body and complete other reporting requirements including monthly reports to Management Committee and Program input into the Annual Report of the Association.
- Undertake the administration responsibilities relevant to your role within the organisation.
- Participate in relevant forums and networks in relation to issues relevant to the Program team.

- Establish communication with relevant groups (e.g., community organisations, networks, government departments, policy units) in relation to the work of the Program team.

ESSENTIAL REQUIREMENTS

- A Minimum Bachelor degree qualification in Social Work, Social Science, Psychology, Behavioural Science, or other relevant discipline. Post-graduate qualifications will also be highly regarded.
- A minimum of 2 years' experience in the provision of therapeutic counselling and support to women/young women affected by sexual violence, reflected in a high level of knowledge and skills in responding to the impacts of violent trauma.
- Current 'C' class driver's license and capacity to drive in the greater Brisbane region.
- Possession of a current Working with Children Blue Card.
- Sound level of computer literacy including a working knowledge of Microsoft Word.

KEY SELECTION CRITERIA

1. Describe your understanding of a gendered analysis of sexual violence, and issues relevant to young women from diverse backgrounds, including a broad knowledge of the social factors impacting on young women experiencing disadvantage and marginalisation.
2. Demonstrate your knowledge of, and experience in, the development, facilitation, documentation, and evaluation of community education/ engagement activities in relation to young people who have experienced sexual violence
3. Demonstrate your knowledge of the issues affecting young women who have experienced sexual violence; and describe your therapeutic framework in providing counselling support with young women, including responses to address complex trauma and multiple interrelated issues (e.g. homelessness, drug and alcohol issues, domestic violence).

4. A demonstrated high level of interpersonal communication and negotiating skills, including a commitment to self-reflective processes, collaborative decision making and to transparent and accountable communication styles.
5. A demonstrated understanding of issues relevant to young women from diverse backgrounds, including broad knowledge on the social factors impacting on young women experiencing disadvantage and marginalisation.
6. Demonstrated time management skills, administrative, and organisational planning skills, and the flexibility to work effectively as an autonomous worker and as part of a team.