

ZIG ZAG YOUNG WOMEN'S RESOURCE CENTRE INC

NEW POSITION: Northside Sexual Assault Counsellor/Community Education Worker

POSITION DESCRIPTION

Position Title:	Northside Sexual Assault Counsellor/Community Education Worker
Program Designation:	Sexual Assault Program
Status:	Permanent, Part-time
Work Hours:	64 hours per fortnight (8 days per fortnight, 8 hrs/day)
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 8 hours per day, 4 days per week between 9.00am – 5.00pm. This position will be based at a location on the north side of Brisbane for two days per week and from Zig Zag's Camp Hill office the remaining two days per week.

Specific work hours and days will be negotiated with the Manager with reference to your own needs, the needs of the Sexual Violence Response – Brisbane North, 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

Zig Zag has been funded as the lead agency in the delivery of the Sexual Violence Response - Brisbane North, and have entered into an agreement with Women's Community Aid Association Pty Ltd (WCAA) trading as Brisbane Rape and Incest Survivors Support Centre (BRISSC) to provide sub-contracted services. This position is contingent on 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 within the Sexual Assault Program, 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.

This position is also accountable to the Northside Advisory Group, which will support the development, delivery, and evaluation of the Sexual Violence Response - Brisbane North.

The Northside Advisory Group will be established by Zig Zag and BRISSC to support appropriate engagement with community members, Elders, local services, and other key stakeholders in the Brisbane North region.

DATES OF REVIEW:

This position description may be reviewed following Performance Planning and Review processes.

SEXUAL VIOLENCE RESPONSE – BRISBANE NORTH OBJECTIVE:

The Northside Sexual Assault Counsellor/Community Education Worker will work collaboratively and supportively with BRISSC in the development, delivery and evaluation of the new Sexual Violence Response – Brisbane North in addition to working with the Northside Advisory Group, and the broader Zig Zag Sexual Assault Program.

The primary objective is for the provision of high-quality therapeutic counselling and support to survivors of sexual violence who are residing in the Brisbane North region; and the effective delivery of community education on issues relating to sexual violence.

The Northside Advisory Group will assist the new Sexual Violence Response – Brisbane North with the following activities:

1. Further development and evaluation of the service model;
2. Implementation and monitoring of key milestones;
3. Promotion and development of referral pathways;
4. Identification of priority need for response and prevention types, including: specialist counselling and support, therapeutic group work, community education, early intervention and prevention, and professional development and training.
5. Strategic and operational planning; and
6. Ongoing needs analysis for the provision of specialist Sexual Assault Support and Prevention Services in the Brisbane North Region.

The Zig Zag Sexual Assault Program will support the Northside Sexual Assault Counsellor/Community Education Worker in all these areas.

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 Northside Sexual Assault Counsellor/Community Education Worker position is to work collaboratively to deliver high-quality, ethical, responsive, specialist sexual assault counselling/support to young women survivors of sexual violence and community education responses, in the Brisbane North region. This work includes flexible responses,

intensive support and sustained engagement, assertive follow up and referral, and outreach assistance through some mobile outreach.

This position also has responsibility for the development and facilitation of therapeutic sexual assault support groups, community education, and early intervention and prevention activities to address issues relating to sexual violence within the Brisbane North region, in collaboration with BRISSC.

PRIMARY DUTIES:

1. Information, Support & Referral

- Provide appropriate and timely information, support and referral to young people 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 people's primary supporters (e.g. parents, family members, carers, partners, etc).
- Provide appropriate information to other professionals in responding to the needs of young people 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.

2. Counselling/Group Work

- Provide individual counselling and support with young women who have experienced sexual violence, using a flexible and responsive approach that may integrate therapeutic counselling, individual advocacy, case management, and the provision of information and referrals.
- Work collaboratively in the development and delivery of quality therapeutic support groups for young women survivors of sexual violence, including the monitoring of trends arising from individual counselling and support that can inform group planning and development.
- Implement evaluation processes for all therapeutic counselling and group work undertaken, and to monitor soft outcomes and client feedback in the development of future service delivery.
- Ensure appropriate documentation and record keeping for all therapeutic counselling and group work.
- Design and develop innovative, user-friendly information resources for young women.

3. Community Education

- Provide information/awareness raising sessions about the Brisbane North Sexual Violence Response and the development of interagency responses and referral pathways to assist young women.
- 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.

4. Organisational, Team and Advisory Group Participation.

Zig Zag is a feminist organisation that uses collaborative decision making processes. Many operational and service delivery-related decisions are made within the Zig Zag Sexual Assault Program Team and / or the Northside Advisory Group. The Northside Sexual Assault Counsellor/Community Education Worker requires a high degree of skills in collaborative decision making, and will be accountable for all decisions made.

Each team member is expected to foster and maintain a supportive and open team environment through the consistent use of open and respectful communication. The following list identifies tasks that the Northside Sexual Assault Counsellor/Community Education Worker is expected to participate in with respect to the general operations of Zig Zag and more specifically for the Brisbane North response.

Organisational Participation at Zig Zag

- Prioritisation of participation in staff meetings.
- Active participation in monthly internal supervision, and monthly external supervision.
- 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, 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 the Zig Zag Sexual Assault Program Team

- Regular review and development of policies and procedures directly related to the service delivery functions.
- Active participation in team decision-making processes including team meetings and team group supervision.
- Active embracement of a team culture that is supportive, accountable, transparent and self-reflective, and that supports a high level of ethical practice.
- Participate in Performance Planning and Review (PPR) processes every 12–18 months.

- Attendance at relevant training as negotiated within the team and with your supervisor.
- Participation in the evaluation and documentation of the work undertaken.
- Provision of input into the development of funding body service agreements.
- Collection, and accurate reporting, of relevant performance data each quarter for the funding body, and completion of other reporting requirements including: monthly reports to the Zig Zag Management Committee, monthly reports to the Northside Management Group, and input into the development of an Annual Report.
- Undertaking 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.
- Establishment of communication with relevant groups (e.g., community organisations, networks, government departments, policy units) in relation to the work of Zig Zag and the Northside response.
- Provision of input into internal policies and systems as they relate to the work of Zig Zag to ensure best practice.

Participation in the Northside Advisory Group

- Develop effective relationships and partnerships with community Elders, local service providers and community groups, and other key stakeholders in the Brisbane North region to support the development of appropriate community responses to issues relating to sexual violence.
- Active participation and/or co-facilitation of regular Northside Advisory Group meetings.
- Work collaboratively to support the development of community education resources, prevention initiatives, and activities for Sexual Violence Awareness Month and Domestic Violence Prevention Month, and other key community events as identified by the Northside Advisory Group and Zig Zag.
- Provide relevant information and support to assist the Northside Advisory Group to develop and promote referral pathways; to identify priority needs for response types within the community; to undertake strategic and operational planning; and to further support the development and evaluation of specialist Sexual Violence Responses in the Brisbane North region.

Essential Requirements:

1. 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.
2. 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.
3. Current 'C' class driver's license and capacity to drive in the greater Brisbane region.
4. Possession of a current Working with Children Blue Card.
5. Sound level of computer literacy including a working knowledge of Microsoft Word.

Key Selection Criteria:

1. 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).
2. Describe your understanding of feminist perspectives in relation to 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.
3. Describe your experience in developing specific service responses to meet the diverse needs of women, including: Aboriginal and Torres Strait Islander women, young women, women with disabilities, and women from non-English speaking backgrounds, as identified in the *National Action Plan to Reduce Violence against Women and Their Children*.
4. Demonstrate your knowledge of, and experience in, the development, facilitation, documentation, and evaluation of therapeutic support group processes and community education activities with young people.
5. Describe the important considerations for how you have developed effective relationships and partnerships with First Nations peoples (Aboriginal and Torres Strait Islander) Elders, families and communities.

6. Demonstrate how you have used a high level of interpersonal communication and negotiation skills, in contributing to collaborative team decision making processes; and provide examples of how you have worked effectively as an autonomous worker and as part of a team.