



ZIG ZAG YOUNG WOMEN'S RESOURCE CENTRE INC

Sexual Assault Counselling and Support Worker – Inala/Camp Hill

POSITION DESCRIPTION

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| Position Title: | Sexual Assault Counselling and Support Worker – Inala/Camp Hill |
| Program Designation: | Sexual Assault Program |
| Status: | Part time, permanent |
| Work Hours: | 64 hours (8 days per fortnight at 8 hours per 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 9am – 5.00pm. Specific work hours and days will be negotiated with the Manager with reference to your own needs, the needs of the Sexual Assault Programs, 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 on recurrent funding from the Queensland Government. 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 employed by Zig Zag, and is 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.

PROBATION PERIOD

The probationary period for this position is three months from the commencement of employment. Exact times and dates will be negotiated with the Manager.

SEXUAL ASSAULT TEAM OBJECTIVE

The Sexual Assault Counselling and Support Worker position 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

The primary objective of the Sexual Assault Counselling and Support Worker position is to work collaboratively to deliver high-quality, ethical, responsive, specialist sexual assault counselling and support services to young women survivors of sexual violence who are residing in the Inala region and Wider Brisbane region. This position will ensure flexible service delivery at the Richlands and Camp Hill service sites, and will include intake and early intervention support; continued counselling, support and sustained engagement; assertive follow up and referral; and outreach assistance through some mobile outreach services.

This position 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 Inala region in collaboration with the Brisbane Southwest Support (BSwS) partner services: BRISSC, Murrigunyah and IWSS.

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.

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 initial contact (intake) sessions with young women who have experienced sexual violence, and early intervention support and referral.
- 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.
- 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.
- 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 Zig Zag services 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.
- Contribute to the development of innovative, user-friendly resources about young women and sexual violence as negotiated within the Sexual Assault Program team.

4. Organisational, Team and Brisbane Southwest Support Service Participation.

Zig Zag is a feminist organisation that uses collaborative decision making processes. Many operational and service delivery-related decisions related to this position are made within the Zig Zag Sexual Assault Program Team and / or the Inala Management Group of the BSwS Service. The Sexual Assault Counselling and Support 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 Sexual Assault Counselling and Support Worker is expected to participate in with respect to the general operations of Zig Zag and the work of the BSwS service in Inala.

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 and Program 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 services.
- Provision of input into internal policies and systems as they relate to the work of Zig Zag to ensure best practice.

Participation in the Brisbane Southwest Support Service

- Develop effective relationships and partnerships with community Elders, local service providers and community groups, and other key stakeholders in the Inala region to support the development of appropriate community responses to issues relating to sexual violence.
- Participate in regular BSWS worker planning meetings and when required attend Inala Management Group meetings.
- Work collaboratively with our partner services 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 Inala Management Group and Zig Zag.
- Provide relevant information and support to assist the Inala Management Group to develop and promote referral pathways; to identify priority needs for service types within the community; to undertake strategic and operational planning; and to further support the development and evaluation of specialist Sexual Assault Support and Prevention Services in Inala.

Essential Requirements:

1. Bachelor level qualifications in Social Work, Psychology or the Social and Behavioural Sciences. 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 and/or young people affected by sexual violence, reflected in a high level of knowledge and skills in responding to the impacts of violent trauma.
3. Current Driver's License and capacity to drive in the broader Brisbane region.
4. Commission for Children and Young People – Blue Card.

Key Selection Criteria:

1. Describe your understanding of a feminist perspective and a gendered analysis in relation to sexual violence, including a broad knowledge of the social factors impacting on young women experiencing disadvantage and marginalisation.
2. Describe your therapeutic framework in providing counselling and support with young women who have experienced sexual violence. How would your approach address complex trauma and multiple interrelated issues (e.g. homelessness, drug and alcohol issues, domestic violence) that may be experienced by young women?
3. Demonstrate your knowledge of, and experience in, the development, facilitation and evaluation of therapeutic group work activities in relation to young people who have experienced sexual violence.
4. Describe your experience in developing 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*.
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 self-reflection skills in contributing to collaborative team decision making processes; and provide examples of how you have worked effectively and efficiently as an autonomous worker and as part of a team in a complex environment.