

COMMUNITY EDUCATOR

Position Description

Classification: Health and Professional Services Award
Location: Based in Morwell

1.0 – 0.8 EFT

APPLICATION INFORMATION

- Application must include statements addressing each of the selection criteria listed. This is most important, as consideration for interview will be based on whether the essential requirements of the position are addressed within your application.
- Applications should include a current resume with 3 referees names and contact details.

All applications are to be emailed and marked 'Confidential application for Community Educator' and sent to:

Laura Carson, Administration Manager
Email: laura.carson@gippscasa.org

CLOSING DATE: Friday 8th April 2016, 5.00pm

If you have any further queries regarding this position please contact Laura Carson on 5134 3922.

The Agency

Gippsland Centre Against Sexual Assault (GCASA) is funded by the Department of Health and Human Services, and is an incorporated Association with a voluntary Board of Governance who employs the Chief Executive Officer (CEO). The CEO is responsible for the employment and supervision of all staff.

Gippsland Centre Against Sexual Assault is funded to provide comprehensive sexual assault services across the Gippsland region (Health Region 5), which extends from Bunyip River to the NSW border at Mallacoota, and from the Great Divide to the sea, including Phillip Island. The primary offices are in Morwell and Bairnsdale, and sessions are offered in a number of towns across Gippsland.

The Agency operates with a feminist philosophy and amongst its specific objectives are to support the integrity, autonomy and dignity of women, men and children who have experienced sexual assault and the protection of their rights.

We assist people who have experienced recent and non recent sexual assault, their families and other supporters with on going support, counselling and group work. The Agency employs qualified multidisciplinary staff. The Agency also provides consultancy and training to other organisations to increase professional knowledge about the incidence, causes and effects of the crime of sexual assault, and to develop skills in responding sensitively to people's needs and concerns. The Agency also works within the broader community in order to reduce the incidence of sexual assault and to improve general understanding and appropriate response.

GCASA is co located in a Multidisciplinary Centre (MDC) with its partners, Victoria Police Sexual Offence & Child Abuse Investigation Team (SOCIT) and a smaller Department of Health and Human Services - Child Protection (CP) team. MDCs are funded by the Victorian Government, with MDCs already in Mildura, Seaford, Geelong, Dandenong and Bendigo.

SOCIT investigate reports of sexual assault against adults, young people and children. SOCIT and CP work together to protect the community from harm, ensure child safety, and refer people to appropriate support services.

The Community Educator will have a demonstrated commitment to both the GCASA and MDC philosophy. The worker will be required to function independently and as part of a team.

Agency Responsibilities

Reporting relationship

This position reports to the Senior Clinician Prevention & Education, with line management through the Clinical Manager, to the Chief Executive Officer.

Relationship with other staff

1. Develop and maintain co-operative working relationships with all staff at the MDC.
2. Work in a self-directed manner

Organisational Culture

Every employee is genuine in their demonstration of GCASA values in their day to day conduct. GCASA is a learning organisation where employees are enthusiastic about and committed to their work. The GCASA Board of Governance and the leadership team support employees in their personal and professional development.

Responsibilities of every staff member

Occupational Health and Safety

Ensure services are provided in a safe manner by continually reviewing practice.

Report any identified or perceived risks to health and safety in the work place. Participate in occupational health and safety training where required.

Continuous Quality Improvement:

Participate in the development and identification of continuous quality improvement opportunities

Contribute to internal and external continuous quality improvement activities and functions. This may include, but is not limited to, accreditation planning and review.

Policies and Procedures

Employees are expected to contribute to and comply with all employment and operational policies

Clinical Governance and Risk

Assist in the identification and on going monitoring of clinical governance and risk requirements for GCASA

Performance Management and Supervision

Actively participate in regular supervision and performance management in accordance with organisational policy

Pre-Employment Checks

Gippsland Centre against Sexual Assault is committed to ensuring that all staff has the required skills and qualifications to conduct the work for which they are employed.

GCASA will ensure that staff are appropriately credentialed and have a defined scope of practice. Staff must provide the following original documentation, or a certified copy, prior to appointment. All staff are required to maintain their registration and credentialing requirements for the period of their employment.

- Photo identification
- Qualifications relevant to the role
- National Criminal History Check (police check)
- Working with Children Check
- Current Drivers Licence

COMMUNITY EDUCATOR

This role is expected to deliver education sessions and network with different community organisations and individuals, working collaboratively to prevent sexual violence, in line with GCASA's vision, mission and values.

Duties

1. Identify community needs and participate in GCASA community development and community education activities as requested.
2. Responsibility to understand and advocate latest evidence supporting prevention of sexual violence and trauma informed practice.
3. Deliver training to professionals in the areas of sexual assault, impact and trauma informed practice
4. Ability to identify and implement community projects to support outcomes in the Prevention Strategy.
5. Build and maintain rapport with identified community networks and stakeholders while representing and advocating for GCASA philosophies, vision, mission and values.
6. Promote social inclusion and connection as a core component of service activity
7. Contribute to planning of GCASA Prevention & Education Strategy
8. Maintain accurate and timely reports, data entry and other administration requirements as directed.

Community Educator Specific

1. Develop, maintain and resource information, materials and packs for community members and partners, making sure it is accessible and relevant for all GCASA staff.
2. In consultation with the Senior Clinician Prevention & Education assist with development, scheduling and provision of training calendar including activities for internal and external stakeholders.
3. In consultation with the Senior Clinician Prevention & Education and in accordance with the Prevention Strategy, provide high level community development and community education activities.
4. Participate in facilitating community awareness and education programs.
5. Ability to collect and report on data within the Prevention & /Education stream as directed
6. Facilitate and support local groups for people who have experienced sexual assault and their supporters
7. Coordinate projects in conjunction with stakeholders, reporting on identified gaps for intervention and outcomes.
8. As directed by Senior Clinician Prevention, actively participate in groups that seek to enhance community connection in agreement with Prevention Strategy.

Key Selection Criteria

1. Ability to demonstrate an understanding of feminist empowerment philosophy and social inclusion theory and its relationship to sexual assault.
2. Degree level qualification in area of community development, social work, teaching/education, project management. Diploma qualification and extensive industry experience will be considered.
3. Understanding of impact of sexual assault on individuals, families and communities.
4. Well developed skills and confidence in group training and public speaking
5. A strong understanding and commitment to project monitoring and evaluation

6. Ability to effectively deliver training modules to a range of community members
7. Ability to build positive professional relationships whilst capably representing GCASA's mission, vision, values and philosophies
8. Well developed understanding of privacy and confidentiality principles as they pertain to the work of GCASA
9. Knowledge and commitment to work within a professional code of conduct
10. Very good written and verbal communication skills and the ability to engage a diverse range of individuals in various settings.
11. Willingness to travel from time to time across the region and to Melbourne.
12. Ability to work autonomously and co-operatively within a team and with all stakeholders including MDC partners.
13. Must hold a current Victorian Drivers Licence.
14. Provision of current National Police Check and Working with Children Check (and in some instances international police checks)
15. Applicants must be available to work on a Wednesday