5th August 2019

Dear Applicant,

Thank you for your interest in the position of **Engagement and Education Worker** at the Brisbane Rape and Incest Survivors Support Centre (BRISSC). This position is available on a part-time permanent position, at 60 hours per fortnight.

**Information about BRISSC, the Position Description and the Selection Criteria for this position are detailed below.**

Please ensure you demonstrate your understanding in addressing all of the selection criteria in your application (minimum of one paragraph and maximum of half page for each criteria) and include a copy of your CV/resume (include details of employment/educational experience relevant to the position and contact details for 2 referees only).

**Applications must be received by midnight Sunday 18 August to be considered for the position.**

BRISSC is a women’s only service and it is a genuine occupational requirement that workers be women (as permitted under Sections 25 and 104 of the Queensland Anti-Discrimination Act 1991).

If you require more information about the service please have a look at our website [www.brissc.org.au](http://www.brissc.org.au) or call us on 3391 2573.

Applications may be sent via email to admin@brissc.org.au or in person or addressed to:

**The BRISSC Collective**

**15 Morrisey Street**

**BRISSC Service Information**

The Brisbane Rape and Incest Survivors Support Centre (BRISSC) provides a feminist support service which is committed to working towards ending sexual violence and supporting women and their allies affected by violence.

The BRISSC Collective manages the operation of three funded sexual assault support and prevention programs that are located at Woolloongabba, Richlands and the North side of Brisbane. The support services are available for women aged 15 years and over whose lives are impacted by sexual violence.

BRISSC provides the following services:

* Telephone support, information and referrals
* Individual support
* Support group and workshops
* Community education, training and development
* Library and community IT facilities,
* Research and resource development
* Social action and advocacy

**Organisational Structure**

BRISSC office at Woolloongabba is co-located with Women’s House Shelta, a domestic violence refuge and support service for women and children. BRISSC and Shelta services are auspiced by the Women’s Community Aid Association (WCAA & /or Association). All workers employed on the BRISSC and Shelta Collectives are required to be active WCAA members who contribute to the management and operations of the Association.

The decision-making structure at WCAA, BRISSC and Shelta operates on feminist principles of non-hierarchal practices. We use a model of consensus decision making which is a creative and dynamic way of reaching agreement between all members of a group and finding solutions that everyone actively supports. Collective workers are expected to share power and responsibility in the decision making process.

**The BRISSC Collective consists of the following positions:**

1 x Service Administrator

2 x Support, & Education Workers (Woolloongabba)

1 x Engagement & Education Worker (All Services)

1 x Support, & Education Worker (Northside)

1 x Support, & Education Worker (Inala Region)

BRISSC is also supported by a Finance Worker and a small pool of casual workers.

All permanent workers receive the same hourly rate of pay. This position is paid at level 5.2 of Division 2B SCHCADS Award (Fisher Pay Rates). Salary sacrifice is available as part of your salary package.

**POSITION DESCRIPTION**

**Engagement and Education Worker**

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| --- | --- |
| **Position Title:**  **Service:**  **Employer:**  **Status:**  **Work Hours:**  **Pay Award & Classification:** | Engagement and Education Worker  Brisbane Rape & Incest Survivors Support Centre (BRISSC)  The Women’s Community Aid Association Inc.  Permanent Part Time  60 hours per fortnight  SCHCADS Award Level 5.2 |

This position will work across the 3 BRISSC sites – Woolloongabba, Inala and Northside – on regular days each week. It is expected that the worker will generally work 9am – 5pm, Monday to Thursday. There are provisions for TOIL, and some limited flexibility that can be negotiated with the BRISSC Collective with reference to the worker’s needs and the needs of the organisation. This position may occasionally require some after hours or weekend work as directed by the BRISSC Collective.

**FUNDING**

This position is contingent on recurrent funding from the Queensland Department of Communities, Child Safety and Disability Services. 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 will be fulfilled.

**SUMMARY OF ROLE & EXPECTATIONS**

The Engagement and Education Worker is the first point of contact for sexual assault survivors at BRISSC. Approximately 80% of the Worker’s service delivery will involve supporting survivors of sexual assault. The Worker will oversee telephone Support Line calls, undertake initial appointment(s) and provide BRISSC information to survivors. They will manage the waitlist for counselling and facilitate rolling Support Groups for survivors awaiting counselling.

The Engagement and Education Worker will contribute to community education, training and development (approximately 20% of their service delivery). This will include developing and collating BRISSC resources, updating agency/referral information and managing other BRISSC resources, including the library. The Worker will be the first point of call for community education liaison across BRISSC, and will contribute to community education programs across the 3 BRISSC locations, as required. The Worker will also manage the BRISSC administration inbox (email).

This position is employed by the Women’s Community Aid Association (WCAA), and is accountable on a day-to-day level to the BRISSC Collective, made up of all BRISSC workers. The WCAA is a company structure with legal and governance responsibilities for funding grants and contracts.

The Engagement and Education Worker is expected to work collaboratively and supportively as a member of the BRISSC Collective which has responsibility for the day to day management of an effective, accountable, high quality service that reflects the philosophy, aims and objectives of the WCAA. All BRISSC workers are expected to exercise high level time management skills, demonstrate initiative and work autonomously where required, implement decisions relevant to areas of responsibility, engage in self-reflective practice and ensure accountability to the BRISSC collective and WCAA.

The worker is expected to engage in peer supervisory processes, annual performance reviews, negotiated external supervision and to be accountable for all aspects of their work at BRISSC.

**DATES OF REVIEW**

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

**OBJECTIVE**

This position will provide feminist best practice support services to survivors of sexual violence across Brisbane, and deliver effective community education on issues relating to sexual violence.

**SERVICE DELIVERY RESPONSIBILITIES**

**Support Work**

* Provide initial support to women who have experienced recent or historic sexual violence by telephone and/or face to face appointments using a feminist support framework.
* Oversee the administration and implementation of telephone support work
* Provide clear and accurate information about legal and medical processes and available options.
* Provide support or advocacy if appropriate with the Police, Medical and Legal processes, should a woman decide to report.
* Refer women to appropriate services (e.g. health workers, housing and support agencies) and provide accurate information about the nature of those services.
* Provide information to those supporting women or children who have experienced sexual violence (e.g. friends, family, and service providers).
* Maintain the strictest confidentiality and security precautions at all times with regard to women and other workers.
* Maintain service delivery in line with BRISSC policy and procedures.

**Group and Workshop Facilitation**

* Consult with relevant services, interested workers and women to identify community support group needs (including community outreach group programs).
* Develop a rolling support group program for women who have experienced sexual violence as adults or as children.
* Draft a rolling support group program budget in consultation with the BRISSC Collective.
* Locate and/or develop relevant resource materials.
* Organise all aspects of the support group program including promotion, location, transport, childcare, preparation with co-facilitator.
* Co-facilitate annual support groups and workshops within BRISSC or in collaboration with other services.
* Evaluate and prepare written reports on the outcomes and effectiveness of each support group conducted and the annual support group program.

**Community Education and Training**

* Provide information/awareness-raising sessions about the BRISSC and the development of interagency responses and referral pathways to assist women.
* Contribute to the development of an annual community education and training agenda in consultation with the BRISSC Collective, women in the community and/or other services.
* Consult with relevant services, interested workers, and women who access BRISSC services to identify community needs for action, support and education around the issues of sexual violence.
* Contribute to the development of a range of community education and training resources and programs.
* Facilitate or co-facilitate community education and training programs.
* Develop specific modules of training relating to sexual violence prevention, community awareness and support, utilising existing material.
* Research innovative models of community education and training to effect social change.
* Evaluate and compile written reports on the outcomes and effectiveness of community education and training programs.
* Actively participate in relevant reference groups, committees and networks as negotiated with the Collective.
* Liaise with media on issues relevant to BRISSC

**COLLECTIVE RESPONSIBILITIES (SHARED)**

**Service Planning and Evaluation**

* Actively participate in the development, delivery, monitoring and evaluation of BRISSC services.
* Actively participate in organisational strategic and operational planning and budgeting.
* Initiate, develop, implement, monitor and evaluate service policies and procedures.

**Access and Equity**

* Demonstrate commitment to principles of access and equity at BRISSC and within the broader community.
* Demonstrate cultural competency in all aspects of work.

**Accountability**

* Actively participate in weekly BRISSC Collective meetings and report and negotiate on work undertaken.
* Participate in Collective financial accountability processes.
* Contribute to the development of a written report on work undertaken for the monthly and annual BRISSC Report to the WCAA.
* Provide information necessary for reports to funding bodies as required.
* Maintain up to date data documentation.

**Administration**

* Follow through with work arising out of support work, group work and community education activities and communicate information as appropriate to the BRISSC collective.
* Take on a fair proportion of short term tasks as they arise from Collective.
* Prepare correspondence and contribute to reports.
* File copies of all outgoing correspondence and other resources, maintain, develop and update filing systems.
* Maintain, develop and update resources, referral, and filing and information systems.
* Utilise data systems to record information.
* Respond to requests for resources, library use, and IT facilities.
* Research and prepare funding applications relevant to the development of group work and community education and training programs.

**Worker Employment, Training and Development**

* Participate in worker selection panels.
* Participate in the review of position descriptions and selection criteria.
* Contribute to new worker orientation and training.
* Participate in worker performance appraisal, planning and review processes.
* Participate in, and organise aspects of, in-service training.
* Attend workshops, conferences and training in areas of relevance to BRISSC as negotiated with the Collective.
* Participate in regular co-worker debriefing and support including external, peer and group supervision sessions.
* Negotiate opportunities to supervise students.