



## POSITION DESCRIPTION October 2020

<b>Position</b>	Sunrise Program Facilitator - Disability
<b>Program Stream</b>	Strategy, Advocacy and Community Engagement
<b>EFT</b>	0.5
<b>Length of position</b>	Ongoing but will decrease to 0.3 EFT from the 31 <sup>st</sup> October 2021
<b>Exemption</b>	VCAT Exemption No. H119/2017 (subject to Equal Opportunity Act 2010)
<b>Reports to</b>	Manager - Primary Prevention
<b>EA 2017 Classification</b>	Level 5
<b>Located</b>	Online during COVID-19 restrictions Women's Health West, 317-319 Barkly Street, Footscray Vic 3011

### Organisational Context

Women's Health West (WHW) is the women's health service in Melbourne's west. We focus on supporting women, children and non-binary people to lead safe and healthy lives. We do this through our health promotion program and through our integrated family violence service.

### Position Purpose

This role is expected to contribute to the development and delivery of high-quality, supportive and gender equity-centred groups that reduce the isolation, exclusion and marginalisation of women and non-binary people with a disability.

### Key Result Areas and Responsibility

Sunrise Program Facilitator role is responsible for:

#### Program Facilitation:

- In collaboration with the Sunrise Program Coordinator, co-design, plan, facilitate and resource the Sunrise groups in a manner that encourages participants to take control of their health and wellbeing.

- Provide support and referral information to individual participants who contact the Sunrise Program between group sessions.
- Develop and become familiar with group members' individual plans (developed with support of the Sunrise Program Coordinator) to understand and support participants to meet their personal goals.
- Contribute to participatory evaluations of Sunrise groups in collaboration with participants.
- Implement the Sunrise groups in line with evaluation outcomes, quality, accreditation and funding requirements, including the recording of data.
- Develop and review strategies for the managing participant actions within the groups that do not align with the group agreement or WHW's 'Rights and Responsibilities' and complete incident reports when required.
- Fulfill reporting requirements to Home and Community Care (HACC), Commonwealth Home Support Program (CHSP) and Integrated Health promotion (IHP) funding streams.
- Participate and contribute expertise in organisational and team meetings and planning events as required.
- Participate in regular supervision and annual appraisal to discuss work performance, and professional development.
- Participate in the development, monitoring and review of a clear work plan that sets out objectives, activities, outcomes and evaluation methods for this position.
- Role model respectful and professional behaviour within the work environment at all times including displaying initiative, openness, honesty, genuineness and transparency.
- Engage in activities and behaviours that actively promote the development of a positive organisational and workplace culture in line with the principles of the organisation and the expectations of WHW's strategic plan.
- Performance of other duties that are required that are within the range of the employee's skills, competency, and training.

### **Sunrise digital literacy project**

- Conduct assessments with Sunrise participants for potential digital literacy support
- Provide Sunrise participants with one on one support to provide, set up and learn how to use digital devices

### **Key Selection Criteria**

1. Relevant qualifications (such as disability, health promotion, gender studies, social work, community development and/or a social policy discipline).

2. A minimum of two years professional experience in health promotion practice or therapeutic support, including working with people with disabilities, chronic health conditions, or mental health supports.
3. Demonstrated experience in project coordination, including planning, goal setting, monitoring and evaluation, reporting, and time management.
4. Demonstrated understanding and experience of health promotion, gender equity, community development and human rights frameworks.
5. Demonstrated understanding of the social determinants that impact the health and wellbeing of women and non-binary people with disabilities or chronic health conditions.
6. Demonstrated skills and experience in establishing and facilitating groups.
7. Experience in developing effective and collaborative working partnerships with external partners and agencies to improve program outcomes, in particular existing health agencies, groups and networks in the western metropolitan region.
8. A strong understanding of and commitment to the feminist philosophy and values that underpin WHW's work including gender equity, social justice and human rights.
9. Capacity to exercise initiative and work within a team environment.
10. Excellent written and verbal communication skills and strong interpersonal skills.

### Highly Desirable

Lived experience of disability or chronic health condition.

### Performance Monitoring and Support

An initial review of performance will be undertaken within **six months** of commencement, as per WHW's probationary policy and procedure. Annual appraisals and support for development will relate to the key result areas above.

External supervision with a registered therapeutic support of your choice is included in the position.

### Additional Information About WHW

1. Aboriginal and Torres Strait Islander women, those who speak languages other than English, and women who have a disability are encouraged to apply.
2. WHW is actively moving our practices and programs towards an evolved understanding of gender. We believe individuals have the right to express and identify their gender however they choose.
3. Employment is subject to the satisfactory completion of a national Police Record Check and a Working with Children Check. An

international police check is also required if you have lived or worked overseas for more than 12 months in the last 10 years.

4. In the context of work health and safety, all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety or that of others. All incidents and injuries must be reported and staff must co-operate with any measures introduced in the workplace to improve WH&S.

### **Further Information**

If you have specific queries about this position, please contact Sophie Mast, Manager - Primary Prevention, at [sophiem@whwest.org.au](mailto:sophiem@whwest.org.au)

To apply for this position, please send your written application responding to the key selection criteria, marked 'Confidential', to the address below. Please include three nominated referees, including your most recent line manager.

Manager – Primary Prevention  
Strategy, Advocacy and Community Engagement  
Women's Health West  
317-319 Barkly Street  
FOOTSCRAY VIC 3011  
[recruitment@whwest.org.au](mailto:recruitment@whwest.org.au)