



Brisbane Rape & Incest Survivors Support Centre

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5th January 2022

Dear Applicant,

Thank you for your interest in the position of **Support & Education Worker** at the Brisbane Rape and Incest Survivors Support Centre (BRISSC). This position is available on a part-time fixed term contract, 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 23th January 2022 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 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 Morrissey Street
Woolloongabba Q 4102

POSITION DESCRIPTION

Support & Education Worker

Position Title:	Support & Education Worker
Service:	Brisbane Rape & Incest Survivors Support Centre (BRISSC)
Employer:	The Women's Community Aid Association Inc.
Status:	Fixed term part-time contract
Work Hours:	60 hours per fortnight
Pay Award & Classification:	SCHCADS Award Level 5.2

The position is for a 6 month fixed term contract with potential for ongoing employment at the end of the contract period. 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 Justice and Attorney-General. 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

Approximately 80% of the Support and Education Worker's service delivery will involve working with sexual assault survivors at BRISSC involving individual support, and group facilitation. The remaining 20% of the Worker's service delivery will involve providing community education, training and development. This may be undertaken individually or jointly with another BRISSC worker.

This position is employed by the Women's Community Aid Association (WCAA), a company structure with legal and governance responsibilities for funding grants and contracts. The Worker is accountable on a day-to-day level to the BRISSC Collective, made up of all BRISSC workers. BRISSC provides services at 3 sites across Brisbane – Woolloongabba, Inala and Northside.

The Support 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 and deliver effective community education on issues relating to sexual violence.

SERVICE DELIVERY RESPONSIBILITIES

Support Work

- Provide support to women who have experienced recent or historic sexual violence by telephone and/or face to face appointments using a feminist support framework.
- 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 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 an annual support group program for women who have experienced sexual violence as adults or as children.
- Draft an annual 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 support groups/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 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

Promotion and Networking

- Undertake media liaison and public relation roles.
- Develop appropriate ways of promoting BRISSC services in consultation with the BRISSC collective.
- Liaise with relevant agencies, networks, and campaigns on issues relevant to BRISSC.
- 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.
- Work collaboratively to support the development of prevention resources initiatives; key dates for Sexual Violence Awareness Month and Domestic Violence Prevention Month, and other significant community events
- Plan, and identify priority needs within the community; and facilitate development and evaluation of specialist Sexual Violence Responses.

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.

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

The 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-hierarchical 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:

- 2 x Service Administrators
- 2 x Support, & Education Workers (Woolloongabba)
- 1 x Initial Engagement, & Education Worker (Gabbie)
- 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.

SELECTION CRITERIA

To be considered for the position, please ensure you demonstrate your understanding in addressing all the selection criteria in your application (minimum of one paragraph and maximum of half page for 1-10 of the criteria).

1. Demonstrated gendered and structural analysis of the prevalence and causes of sexual violence against women.
2. Highly developed feminist framework for responding to survivors of sexual violence, including a high level of knowledge and skills in responding to the impacts of sexual violence through support (counselling) and advocacy.
3. Demonstrated understanding of the institutional systems survivors of sexual violence navigate, and how they impact on their lives.
4. Previous experience in supporting women and children in the community and/or developing, delivering, and evaluating community education resources.
5. Demonstrated experience in the development, co-facilitation and evaluation of groups, workshops and community events for women.
6. Demonstrated self-awareness and critical reflection skills, including an analysis of power and privilege.
7. Demonstrated understanding of diversity and its implications for culturally competent practice.
8. An understanding of non-hierarchical, collective management structures and consensus decision making processes, and demonstrated management skills to ensure the effective delivery of BRISSC services.
9. Previous experience contributing to project management, OR planning of a new service or programme.
10. Demonstrated time management skills, organisational administration skills and ability to reflect on work practice.
11. Current 'C' class driver's license and capacity to drive in the greater Brisbane region.
12. Hold a current Positive Notice Blue Card.