



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1073-1

Date reviewed/created: September 2021

POSITION TITLE: Regional Community Development Project Officer (Northern NSW Coffs Harbour)

TEAM: Rural and Regional

LOCATION: Coffs Harbour

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Professional and Associated Staff Agreement".

CLASSIFICATION: Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role.

A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 3 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

This position forms part of STARTTS Direct Service program and will service clients who have entered Australia as asylum seekers and who are permanent residents who arrived recently and have settled under the Humanitarian Settlement Program (HSP) and those who have resided longer. The position will be based in STARTTS Coffs Harbour office with outreach in Armidale as required.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: DS Rural and Regional Team Leader
2. Responsible for: Nil

SELECTION CRITERIA:

Essential Criteria:

1. Qualifications or experience in community development, social work, social science or groupwork.
2. Demonstrated experience in planning, implementing and evaluating groups in a cross-cultural context.
3. Demonstrated understanding of the effects of torture and trauma on individuals, families, and communities and its impact on resettlement in Australian context.
4. Knowledge and experience in community development with refugee communities, community liaison and advocacy.
5. Excellent understanding of the needs and issues faced by refugees settling in Northern NSW.
6. Excellent oral and written communication skills in English.
7. Knowledge of stakeholders in refugee/migrant sector in Northern NSW.
8. Current NSW Driver's Licence.

Desirable Criteria:

1. Verbal and written literacy in a language relevant to refugee communities settling in the Northern NSW.
2. Experience delivering training.

*This position is considered child-related employment and will require a Working with Children Background Check and a National Police Check.

* As a not-for-profit Affiliated Health Organisation, STARTTS is required by law to adhere to the Public Health (COVID 19 Vaccination of Health Care Workers) Order 2021, which commenced on 26 August 2021. The Order establishes mandatory requirements for health staff and persons working in health settings to be vaccinated with a COVID-19 vaccine. The order requires the first dose of a vaccine by 30 September 2021, with a second dose required by 30 November 2021.

BRIEF DESCRIPTION OF ROLE

This position will be working within STARTTS Rural and Regional Team to enhance infrastructure and capacity of refugee communities settling in Northern NSW with the aim of creating a supportive environment for torture and trauma survivors. The position will also provide appropriate groupwork interventions using a culturally congruent approach.

PRIMARY OBJECTIVES:

1. To assist in identifying needs and capacities of torture and trauma survivors from refugee communities now residing in Northern NSW, and provide groupwork and/or community development interventions as directed.
2. To assist counselling, community work, body work, and other sessional staff at STARTTS to provide services to torture and trauma survivors from refugee communities in Northern NSW.
3. To assist in development of relevant community education, community development, social support programs, training and research projects of benefit to people from refugee communities settling in Northern NSW.

PRIMARY DUTIES:

1. Groupwork

- 1.1. Work with relevant STARTTS staff to identify appropriate groupwork interventions for people from refugee communities settling in Northern NSW. Participate in planning, delivery and evaluation of those groups.
- 1.2. Undertake relevant groupwork training.

- 1.3. Identify and facilitate other relevant groups as per community's requests and needs.
- 1.4. Provide limited accidental counselling and casework to the group members.
- 1.5. Support implementation of the Families in Cultural Transition (FICT) in Northern NSW

2. Community Development, Community Education and Social Support

- 2.1. In collaboration with other STARTTS staff, identify needs and capacities of refugee communities settling in Northern NSW and participate in planning, implementation and evaluation of appropriate community development strategies including community infrastructure and capacity building.
- 2.2. Participate in youth and child focused initiatives particularly residential programs where appropriate.
- 2.3. Develop and implement strategies, including community liaison and education, designed to enhance links between STARTTS and refugee communities settling in Northern NSW.
- 2.4. Participate in STARTTS community consultations program.
- 2.5. In consultation with other staff develop and implement specific projects to address gaps in service provision.
- 2.6. Participate in relevant forums.

3. Training and Supervision

- 3.1. Undertake on-the-job training where relevant.
- 3.2. Participate in community development mentoring.
- 3.3. Participate in regular STARTTS staff development days.
- 3.4. Participate in group co-facilitation where appropriate.

4. Reporting

- 4.1. Provide bi-monthly progress reports to the Team Leader.
- 4.2. Prepare other reports as required.

5. Personnel

- 5.1. Participate in STARTTS Performance Management program and in the development of an annual Work Plan.
- 5.2. Be an active participant in team meetings to maximise contribution to the work of the team
- 5.3. Participate in STARTTS staff meetings and other relevant meetings
- 5.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 5.5. Participate in identifying quality improvement initiatives/strategies.
- 5.6. Attend and participate in all training opportunities identified for the role.
- 5.7. Liaise with and seek senior advice as required.

6. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (i.e. the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Regional Community Development Project Officer (Northern NSW Cofts Harbour)** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

The review for this Position Description is due: September 2023