



## POSITION DESCRIPTION

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

**POSITION NUMBER: 1030-3**

**Date reviewed/created:** November 2022

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**POSITION TITLE: Bicultural Mental Health Project Officer/Groupworker (Ukrainian community)**

**TEAM:** Community Development Team

**LOCATION:** Dee Why

**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.

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### 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.

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### Background to the Program Area of the position

The Community Services Team covers a wide range of services for refugee individuals, families and communities. The team is managed by the Community Services Coordinator and it consists of 7 smaller teams (School Liaison, Youth, Community Development, Rural and Regional Community Development, My Language Team, CLSR and FICT) and the following positions: Witness to War staff, CD Evaluation Officers; Grants, Tenders and Fundraising Officer; CiCT Project Officers Community Cultural Development Officer, LGBTIQ+ Project Officers, and CD Policy Officers. The Community Services Team is integral to the STARTTS systemic approach to the recovery of torture and trauma survivors.

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### ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Community Development Team Leader.
2. Responsible for: Nil.

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## **SELECTION CRITERIA:**

### **Essential Criteria:**

1. Qualifications or significant experience in psychology, social work, community development, social science, counselling, group work or other relevant disciplines.
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 the Australian context.
4. Demonstrated adult education and/or training skills.
5. Excellent understanding of the needs and issues related to mental health literacy and suicide prevention faced by the Ukrainian-speaking community settling in NSW.
6. Experience in community development and/or group work in multicultural setting.
7. Knowledge of appropriate mental health literacy interventions and suicide prevention frameworks and strategies.
8. Excellent oral, written and interpersonal communication skills in English and Ukrainian and proficiency in the use of Microsoft Office.
9. Ability to work independently and as part of a team within a multicultural environment.

### **Desirable Criteria:**

1. Knowledge of stakeholders in the refugee/migrant/Mental Health sector.
2. Current NSW Driver's Licence.

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

### **COVID -19 REQUIREMENTS**

\*In line with the Public Health Order, all STARTTS workers are considered Health Workers and are required to be vaccinated against COVID-19. In order to be eligible for consideration for employment with STARTTS, all recruits must provide evidence of vaccination against COVID-19, or alternatively provide a Medical Contraindication in the approved form which complies with the requirements of the Public Health Order, prior to appointment. Should you not be able to comply before your commencement date, the offer of employment may be withdrawn.

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## **BRIEF DESCRIPTION OF ROLE**

This position will be working within STARTTS Community Development Team to work with support structures in the Ukrainian-speaking community in North Sydney Local Health District (NSLHD) to increase the capacity of community leaders, volunteers, peer educators and community support structures to identify and support people at risk of suicide or serious mental health illness and make appropriate referrals. The position will deliver psycho-education and lifestyle/well-being group interventions to enable Ukrainian speaking community members better identify signs of distress in themselves and develop appropriate coping strategies, develop mutually supportive relationships, break social isolation, reduce stigma associated with seeking mental health assistance, increase knowledge and access to a variety of mental health services.

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## **PRIMARY OBJECTIVES:**

1. To enhance health, social connections and wellbeing of Ukrainian-speaking community members in Northern Sydney Local Health District (NSLHD) thus increasing the protective factors in the area of mental health and suicide prevention.
2. To enhance the capacity of Ukrainian-speaking community leaders and volunteers to assist community members and make appropriate referrals to relevant mental health services.
3. To enhance capacity of Ukrainian-speaking community leaders and volunteers to engage with the mental health system and promote mutual learning between mental health services and Ukrainian community.

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## **PRIMARY DUTIES:**

### **1. Groupworker**

- 1.1. Work with relevant STARTTS staff to identify appropriate group work interventions for people from the Ukrainian-speaking community in NSLHD.
- 1.2. Participate in the planning, delivery and evaluation of at least two groups for the duration of the project. The groups are intended to enhance Ukrainian community members' health, well-being and community connections.
- 1.3. Undertake relevant group work training.
- 1.4. Provide limited accidental counselling and casework to the group members.

### **2. Community Development, Community Education and Social Support**

- 2.1. In collaboration with other STARTTS staff, organise two Accidental Counsellor Training sessions for the Ukrainian-speaking community and peer leaders for the duration of the project.
- 2.2. In collaboration with other STARTTS staff, organise one leadership residential program for Ukrainian-speaking community peer leaders and volunteers.
- 2.3. Collaborate with other Ukrainian staff, facilitate referrals to STARTTS counselling, and organise sessions on mental health systems in Australia.
- 2.4. Assist STARTTS staff in developing psychoeducational materials for the Ukrainian-speaking community.

### **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.
- 3.5. Undertake a comprehensive STARTTS induction program.

### **4. Reporting**

- 4.1. Provide bi-monthly progress reports to the Team Leader.
- 4.2. Prepare other reports as required
- 4.3. Enter groupwork data into STARTTS Medical Records System.

### **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.

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**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.

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**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.

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**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*.

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**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.

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I have read the **Bicultural Mental Health Project Officer/Groupworker (Ukrainian community)** 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: November 2024**