



## POSITION DESCRIPTION

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

**POSITION NUMBER: 1029-2**

**Date reviewed/created: August 2022**

---

**POSITION TITLE: Women's Community Development/Groupworker (Cambodian Community)**

**TEAM:** Community Development

**LOCATION:** Carramar

**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**

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 recovery of torture and trauma survivors.

---

### **ORGANISATIONAL RELATIONSHIPS:**

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

---

**SELECTION CRITERIA:****Essential Criteria:**

1. Thorough knowledge of the culture, history, and current issues of refugee communities from Cambodia now residing in NSW.
2. Fluent in English and a relevant language spoken by communities from Cambodia.
3. Understanding of counselling and/or casework.
4. Understanding of refugee issues, and the effects of torture on individuals, families and communities with particular focus on women and families.
5. Ability to work independently and as part of a multidisciplinary team within a multicultural environment.
6. Understanding and demonstrated experience of community liaison, community education, community development and/or community work.
7. Groupwork skills and/or experience.
8. Excellent oral, written and interpersonal communication skills and proficiency in the use of Microsoft Office.
9. Being female is considered a genuine occupational qualification for this position. The position is exempt under the section 31 (2) (h) of the Anti Discrimination Act.

**Desirable Criteria:**

1. Relevant tertiary qualifications – Social Work, Psychology or equivalent.
2. Training/adult education skills and/or experience.
3. 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.

---

**BRIEF DESCRIPTION OF ROLE**

This position will be working within STARTTS Community Development Team to enhance infrastructure and capacity of communities from Cambodia with the aim of creating a supportive environment for torture and trauma survivors within those communities with particular focus on Cambodian women and their families. 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 from Cambodia now residing in NSW, and provide groupwork and/or community development interventions as directed with particular focus on Cambodian women.
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 from Cambodia.
3. To assist in development of relevant community education, community development, social support programs, training and research projects of benefit to women and families from refugee communities from Cambodia.
4. To assist in provision of consultancy or training to agencies seeking to provide services to women and their families from refugee communities from Cambodia.

---

## **PRIMARY DUTIES:**

### **1. Groupwork**

- 1.1. Work with relevant STARTTS staff to identify appropriate groupwork interventions for refugee women and their families from Cambodia.
- 1.2. Undertake Older People in Cultural Transition (OPICT) Training and co-facilitate OPICT groups as required.
- 1.3. Identify and facilitate other relevant groups as per community's requests and needs.

### **2. Community Development, community education and social support**

- 2.1. Promote STARTTS services to refugee women and their families from Cambodia through an information strategy including community information sessions, printed information in community languages and community radio. This includes translation of relevant information regarding STARTTS services where appropriate.
- 2.2. In conjunction with other STARTTS staff, develop and maintain productive partnerships between STARTTS and other services and relevant community organisations in NSW.
- 2.3. In collaboration with STARTTS Community Development staff, identify needs and capacities of the refugee women and their families from Cambodia and participate in planning, implementation and evaluation of appropriate community development strategies including community infrastructure and capacity building.
- 2.4. Develop and implement strategies, including community liaison and education, designed to enhance links between STARTTS and Cambodian community.
- 2.5. Participate in STARTTS community consultations program.
- 2.6. In consultation with other staff develop and implement specific projects to address gaps in service provision.
- 2.7. Participate in relevant ethno-specific and other forums.
- 2.8. Participate in and assist with STARTTS Training Program where relevant to identified communities.

### **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 Community Development Team Leader.
- 4.2. Prepare other reports as required.

### **5. Administration**

- 5.1. Participate in team meetings, staff meetings, clinical meetings, community development meetings and other meetings relevant to duties as required.
- 5.2. Prepare and implement annual work plans.

### **6. Personnel**

- 6.1. Participate in STARTTS Performance Management program and in the development of an annual Work Plan.
- 6.2. Be an active participant in team meetings to maximise contribution to the work of the team.
- 6.3. Participate in STARTTS staff meetings and other relevant meetings.

- 6.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 6.5. Participate in identifying quality improvement initiatives/strategies.
- 6.6. Attend and participate in all training opportunities identified for the role.
- 6.7. Liaise with and seek senior advice as required.

**7. 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 **Women's Community Development/Groupworker (Cambodian 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: August 2024**