



Illawarra Women's Health Centre

POSITION DESCRIPTION

JOB TITLE:	PROJECT OFFICER (DV and Disabilities Project)
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Revised 2015

STATUS	Fixed term part-time
HOURS	14 hours per week for 12 months
AWARD, SALARY and CONDITIONS	Social, Community, Home Care and Disability Services Industry Award 2010 (depending on qualifications and experience)
RESPONSIBLE TO	General Manager
MANDATORY REQUIREMENTS	Criminal Record Check, current

QUALIFICATIONS

Essential

- Appropriate qualifications, training and demonstrated experience in social work, welfare work, public health or equivalent.
- Demonstrated experience in all aspects of project development and management including action research.
- Experience working in the women's health, disability and/or violence prevention sector.
- Feminist understanding/analysis of women's issues/women's health issues
- Demonstrated excellent verbal and written communication skills
- Demonstrated ability to work both autonomously and has part of a team.
- Unrestricted Driver's license and access to a vehicle.

Desirable

- Experience working with diverse communities of women, including CALD, Aboriginal and Torres Strait Islander, gender and sexuality.
- Experience in a community-based service

Summary of position

This position is required to implement the Breaking the Silence Project, a fixed term project working with women who have a mild intellectual disability who may be experiencing domestic violence. The Officer is



required to carry out all duties in the spirit of the philosophy of the Centre. i.e. within a comprehensive care and feminist framework, as a member of the health care team. The position requires outreach to other services/places, liaising with, and coordinating other service providers, direct work with the target group and development or adaptation of existing resources for use by the target group.

Description of Duties

In the development phase of the project:

- Work with established DV interagency networks in the Illawarra, the established Disability and Health Network involving most NGOs in the LHD and the target group directly to clarify the issues, service gaps and needs of women with disability who experience violence and abuse
- Assure human research ethics protocols are followed in accordance with the appropriate guidelines.
- Develop a project plan which will clearly articulate project aims and objectives; deliverables and impact indicators; project development and implementation timeline; key stakeholders; promotion and media strategy; consumer and service consultation strategy; evaluation strategy; research strategies and proposal

In the implementation phase of the project, work with key service providers and the target group to:

- Develop collaborative approaches to identification of risk, reporting and referral pathways for the defined target group of women.
- Develop strategies to build capacity in the target group to identify violence, risks and response to violence.
- Develop or adapt relevant resources for women with disabilities about violence and abuse and how to seek help e.g. Aurora the NSW DV App could be adapted for use by women with disabilities.
- Provide a concise final report on the project, including recommendations on: the way the women's health services and ISLHD VAN service and can strengthen provision of services to women with disabilities who experience violence; or any further work or research required.

Generic duties of all staff at Illawarra Women's Health Centre as resources, time and circumstances permit:

All staff will work towards the goals of the centre, within a feminist, holistic framework, to promote the health of the diverse women who are our clients and our communities of interest. Staff will always provide respectful service which empowers women, and support their rights.

1. Support orientation of new staff/students and training of casual staff
2. Contribute to Quality Improvement (Plan Do Check Act Cycle) in respect of own area of work, and broader work of the centre as time and resources permit
3. Collect statistical information for the centre's data collection as appropriate
4. Contribute to policy development and planning in the centre
5. Share knowledge with other members of the health care team to support professional capacity building;



6. Remain alert to themes regarding client/community needs, as expressed by clients
7. Contribute to monitoring and evaluation of own area of work as well as the broader work of the centre as resources, time and circumstances permit
8. Assist in health promotion/community development activities of the centre as time and circumstances permit
9. Network and collaborate with relevant organisations in the pursuit of health outcome and to support community and professional capacity building
10. Participate in staff development and training, and keep up to date with relevant legislative changes
11. Participate in and prepare for support/supervision meetings as provided and/or group supervision
12. Attend scheduled staff meetings as appropriate and as time allows
13. Work as part of the team, and undertake some centre duties on a shared or “as required” basis, such as answering phone, sharing “housekeeping” tasks such as washing up, watering pot plants, cleaning fridge
14. Represent the centre on occasions as arranged, and as time and circumstances permit.

Signed: (Project Officer)

Date:

Signed: (General Manager)

Date:

Due for revision: as needed