



POSITION DESCRIPTION

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

POSITION NUMBER: 1098-2

Date reviewed/created: July 2023

POSITION TITLE: Research and Evaluation Officer

TEAM: Clinical Services and Research – Research

LOCATION: Carramar

AGREEMENT: “NSW (Non-Declared) Affiliated Health Organisations’ Professional and Associated Staff Agreement”.

CLASSIFICATION: Psychologist, Social Worker, 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 Research and Evaluation Officer will be placed in the Research Team under the Clinical Services and Research Program Area, which incorporates three teams: (1) The Clinical Services Team, which includes Quality Assurance and development of clinical services, Clinical Consultancy, Counselling Services (Senior Group Counsellor and Senior Child, Adolescent Senior Group Counsellor and other relevant positions) , Early Childhood Programme, Student Clinic and placements, and Psychiatry; (2) Body Focus Therapies which includes Physiotherapy, Traditional Chinese Medicine (TCM), Nutrition, Behavioral Activation/Exercise, (3) The Research Team, who supports and facilitates all STARTTS’ research and evaluation activities and liaises with external organisations wishing to collaborate with STARTTS on research projects.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: *Research Team Leader.*
2. Responsible for: *Nil.*

SELECTION CRITERIA:**Essential Criteria:**

1. Tertiary qualifications in Psychology, Social Work or Social Science, or other relevant clinical qualification.
2. Demonstrated experience in research and data collection, and data entry with the willingness if necessary to collect biological samples (e.g., DNA Buccal swabs; collecting DNA from the cells on the inside of participant's cheeks). Relevant training will be provided.
3. Experience in clinical project evaluation design, implementation, data collection, analysis and writing brief reports.
4. Demonstrated experience in clinical assessments using structured questionnaires and semi-structured and in-depth clinical assessment interviews.
5. Ability to provide counselling support and basic short term clinical case management and case work if needed, to participants during psychological assessment and data collection phases.
6. Understanding of cultural and ethical issues relevant to the conduct of research and evaluation programs with participants from refugees and refugee-like backgrounds or demonstrated capacity to learn. This requirement includes some experience in working with interpreters.
7. Well-developed ability to produce clear, accurate and timely written case notes and research documentation.
8. Well-developed oral, written and interpersonal communication skills and ability to work independently and as part of a multidisciplinary team within a multicultural environment.
9. Current NSW Driver's Licence with access to a car as well as capacity and willingness to travel to various metropolitan and rural and regional areas for research relevant tasks.

Desirable Criteria:

1. Capacity to work remotely.
2. Speak a community language.

*This position is not considered child-related employment and will require a National Criminal Record Check.

COVID -19 REQUIREMENTS

*In line with NSW Health & STARTTS Policies, 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 three vaccinations against COVID-19, or alternatively provide a Medical Contraindication in the approved form which complies with the requirements of NSW Health & STARTTS Policies, 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

The successful candidate will work with the Clinical Services and Research Team, supporting the team with data collection and relevant duties initially for TRIP (The Trauma Refugee Intervention Project) and also for other research projects.

PRIMARY OBJECTIVES:

1. Data collection which could include various methods, such as:
 - a) conducting mental health assessments using a battery of questionnaires;
 - b) conducting clinical interviews;
 - c) depending on the project, assist with the collection of Buccal samples (cheek swabs).
 - d) provide basic clinical support;
 - e) and/or refer to appropriate clinical teams where necessary, to refugee and refugee-like participants if and when they are triggered at any stage of the study.
2. Follow clinical protocols to ensure compliance with the study's objectives.
3. Conduct literature reviews in collaboration with the Research Team.

4. Help increase STARTTS' capacity to expand its research and evaluation activities by participating in different research studies and evaluation projects.
 5. Comply with research and evaluation responsibilities assigned in a timely and efficient manner.
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PRIMARY DUTIES:

1. Clinical Services and Research

- 1.1. Contact potential participants to introduce the studies and explain their protocols.
- 1.2. Develop and implement interview schedules when needed.
- 1.3. Conduct mental health assessments and semi structured interviews to identify trauma symptoms, safeguarding their confidentiality.
- 1.4. Provide some counselling support and short-term clinical case management to participants who may be triggered during the mental health assessments.
- 1.5. Provide information and refer participants to relevant clinical team at STARTTS if needed.
- 1.6. Review and ensure data collected is complete, accurate and clarify with participants when needed.
- 1.7. Collect DNA Buccal samples, if it is necessary for the project.
- 1.8. Travel to other STARTTS offices (metropolitan Rural and Regional areas), to meet with participants for the collection of data when needed.
- 1.9. Request or obtain equipment or supplies necessary for the project.
- 1.10. Attend Research Team and research and evaluation projects meetings.
- 1.11. Update case progress notes and other documents related to research projects.
- 1.12. Perform other job-related duties as assigned.
- 1.13. Enter data for analysis.

2. Personnel

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

3. 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 **Research and Evaluation Officer** 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: July 2025