



POSITION DESCRIPTION

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

POSITION NUMBER: 1029

Date reviewed/created: October 2024

POSITION TITLE: Rural and Regional Women and Girls Community Development / Group Worker (Ezidi Community) – Armidale

TEAM: Community Services - Rural and Regional Community Development

LOCATION: Armidale

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Professional and Associated Staff Agreement 2022".

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.

VACCINATION REQUIREMENT: Category A.

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/Youth, 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.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: *Rural and Regional Community Development Team Leader*
2. Responsible for: *NIL*

QUALIFICATIONS AND EXPERIENCE:

Being female is considered a genuine occupational qualification for this position. The position is exempt under section 31 (2) (h) of the Anti-Discrimination Act.

ESSENTIAL REQUIREMENTS:

1. Relevant qualifications (Health Education Officer, Social Work, Psychology, Social Sciences, Youth Work or other relevant) or extensive experience working with Ezidi-speaking communities.
2. Thorough knowledge of the culture, history, and current issues of refugees from the Ezidi-speaking communities now residing in NSW.
3. Understanding of refugee issues and the effects of torture on individuals, families and communities with a particular focus on women and families.
4. Experience in community liaison, community education, community development and/or community work.
5. Demonstrated Group Work skills and/or experience.
6. Excellent oral, written & interpersonal communication skills and proficiency in the use of Microsoft Office.
7. Ability to work independently and as part of a multidisciplinary team within a multicultural environment.
8. Current NSW Driver's licence

Desirable Requirements:

1. Bilingual in English and Ezidi community language relevant to Armidale, NSW.
2. Training/adult education skills and/or experience.

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

VACCINATION REQUIREMENTS

****This role is a Category A role.** It is mandatory for **Category A** workers to meet and maintain the vaccination criteria (as per the current NSW Health and STARTTS policies).

Vaccination and/or assessment is required for **Category A** workers for the following transmissible diseases – measles, mumps, rubella, hepatitis B, varicella (chickenpox), diphtheria, tetanus, pertussis (whooping cough), influenza and tuberculosis.

COVID19 vaccination is strongly recommended, but not a requirement for employment.

If successful you must provide evidence of vaccination and/or assessment.

Should you not be able to comply with vaccination requirements before your commencement date, the offer of employment may be withdrawn.

If you have a medical reason for why you cannot be vaccinated, a medical contraindication evidence will be required.

BRIEF DESCRIPTION OF ROLE

This position will be working within STARTTS Rural and Regional Community Development Team to enhance the infrastructure and capacity of women and girls in Armidale Ezidi community with the aim of creating a supportive environment and delivering wellbeing interventions. The position will also provide appropriate groupwork interventions using a culturally congruent approach.

PRIMARY OBJECTIVES:

1. To assist in identifying the needs and capacities of torture and trauma survivors from Ezidi-speaking communities now residing in Armidale and provide groupwork and/or community development interventions as directed with a particular focus on Ezidi-speaking women and girls.
2. To assist in the development of relevant community education, community development, social support programs, training and research projects of benefit to women, girls and families from Ezidi-speaking communities.
3. To assist in the provision of consultancy or training to agencies seeking to provide services to women, girls and families from Ezidi-speaking communities.
4. To advocate for the development of appropriate services to address needs of women and girls.
5. To participate in the development of STARTTS services and programs to address the specific needs of women and girls of Ezidi background in conjunction with other relevant STARTTS staff.
6. To coordinate the delivery of STARTTS' residential youth camps and group workshops/programs for women and girls of Ezidi background.
7. To network and support organisations working with or likely to come into contact with women and girls of Ezidi background and participate in collaborative initiatives.
8. To provide support for refugee communities wishing to develop their own youth projects.

PRIMARY DUTIES:

1. Groupwork

- 1.1. Work with relevant STARTTS staff to identify appropriate groupwork interventions for refugee women, girls and their families from Ezidi-speaking communities.
- 1.2. Facilitate relevant groups as per the community's requests and needs.

2. Community Development, Community Education and Social Support

- 2.1. Promote STARTTS services to refugee women, girls, and their families from Ezidi-speaking communities.
- 2.2. In conjunction with other STARTTS staff, develop and maintain productive partnerships between STARTTS and other services and relevant community organisations in Armidale.
- 2.3. In collaboration with STARTTS Community Development and Youth staff, identify the needs and capacities of the refugee women, girls and their families from Ezidi-speaking communities and participate in planning, implementing and evaluating appropriate community development strategies, including community infrastructure and capacity building.
- 2.4. Coordinate, collaborate, and participate in youth-focused initiatives, Youth Group, and Youth Camps (residential programs).
- 2.5. Develop and implement strategies, including community liaison and education, designed to enhance links between STARTTS and Ezidi-speaking communities particularly with women and girls.
- 2.6. Participate in STARTTS community consultations program.
- 2.7. In consultation with other staff, develop and implement specific projects to address gaps in service provision.
- 2.8. Participate in relevant ethno-specific and other forums.
- 2.9. 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 Rural and Regional Community Development Team Leader.
- 4.2. Prepare other reports as required including those for the funding body.
- 4.3. Maintain records of interventions including use of STARTTS Electronic Client Data Management system (CAREHR).

5. Personnel

- 5.1. Contribute to the STARTTS strategic planning process and report on relevant Strategic Plan Key Performance Indicators (KPIs).
- 5.2. Participate actively in the STARTTS Performance Management program and contribute to the development of an annual work plan that aligns with the organisation's Strategic Plan.
- 5.3. Be an active participant in team meetings to maximise contribution to the work of the team.
- 5.4. Participate in STARTTS staff meetings and other relevant meetings.
- 5.5. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 5.6. Participate in identifying quality improvement initiatives/strategies.
- 5.7. Attend and participate in all training opportunities identified for the role.
- 5.8. 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.

Induction and Orientation:

- Participate in an Induction and Orientation program with STARTTS.
- Obtain access to Trello and Organimi, which are tools STARTTS utilises for planning, coordination, and project management.
- Provide a clear, passport-style photograph for your profiles on each platform to maintain a visible and identifiable contact within the organisation.

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 **Rural and Regional Women and Girls Community Development / Group Worker (Ezidi Community) – Armidale** 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 2026