



BARWON CENTRE AGAINST SEXUAL ASSAULT

POSITION DESCRIPTION

Title:	Gender Equity Officer
Reports to:	Training and Gender Equity Coordinator
Employment Status:	0.8 – 1 EFT
Location:	Geelong
Date:	January 2018

ORGANISATIONAL OVERVIEW

Established in 1978, the Barwon Centre Against Sexual Assault (Barwon CASA) is a specialist sexual assault and family violence service with office locations in Geelong and Horsham. Recently Minerva Community Services (Minerva) merged with Barwon CASA. The new organisation will operate under a new name in 2018.

The new organisation will strengthen and further enhance the services offered to clients and improve the effectiveness of both organisations in an external environment that is characterised by change and that is likely to offer new opportunities as a result of the Royal Commission into Family Violence.

Services provided by our organisation include crisis support, case management, specialist counselling and secure housing for women and children who have experienced family violence; specialist counselling to adults, young people and children who have experienced sexual assault either recently or in the past and to their non-offending parents, partners, family and friends; 24-hour crisis care for victims of recent sexual assault, including advocacy and access to medical care and justice services.

Our organisation holds a strong commitment to the prevention of gender based violence and we offer support for respectful relationship programs and promote gender equality to address violence supportive attitudes and cultures.

Our service models are informed by feminist philosophy and we provide empowering, respectful and inclusive services and are committed to practice excellence. We offer community education, professional development and specialised training across the sector in the prevention of and response to, gender based violence. This has included international learning exchanges.

We are an incorporated not for profit community organisation governed by a Board, with membership comprising prominently of local corporate, government and academic representatives and community members. Funding is largely provided by the Victorian Department of Health and Human Services. There is approximately 70 staff employed by the organisation across the Barwon and Wimmera Districts.



We value our staff and strive to offer a positive, flexible and respectful workplace. We encourage continuous learning, growth and development and seek to achieve excellence in outcomes and organisational objectives.

Barwon CASA is a partner in the Barwon Multi-Disciplinary Centre (MDC) based in Geelong. The Barwon MDC is a highly successful model of co-location between CASA, Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT) and staff from the Department of Health and Human Services, Child Protection. In this specialised model partner organisations work to support adult and child victims from first disclosure of sexual assault to investigation and criminal prosecution. Children who have experienced serious physical abuse are also supported within the MDC. MDCs provide highly specialised support and coordinated access to justice within an integrated, seamless environment.

POSITION REQUIREMENTS

Gender equity initiatives

- 1.1. Plan, develop and deliver gender equity initiatives.
- 1.2. Build expertise and conduct activities in line with best practice approaches to the promotion of gender equality and the prevention of violence against women.
- 1.3. Assist in building the evidence base toward best practice in primary prevention by undertaking ongoing evaluation, writing reports and capturing best practice outcomes.
- 1.4. Ensure primary prevention work is aligned with evidence informed practice.
- 1.5. Provide professional training and deliver presentations, undertake public speaking, share information with colleagues, participate in panel discussions, liaise and partner with other organisations.
- 1.6. Bring innovation, enthusiasm and passion to the role of working towards the elimination of violence against women.
- 1.7. Engage with stakeholders, build partnerships, co-facilitate as appropriate, share knowledge to influence practice and promote the importance of gender equity in the prevention of violence against women.
- 1.8. Contribute to the focus and organisational commitment of primary prevention work, with consideration of a whole of population approach.
- 1.9. Raise community awareness of the causes of violence against women, action to work towards the prevention of violence occurring in the first place and the impact of sexual assault and family violence.

1. Organisational Responsibilities

- 2.1 Participate in staff and program meetings, supervision, training and professional development.
- 2.2 Participate in continuous quality improvement and development of best practice.
- 2.3 Comply with relevant social and legal policy, as required.
- 2.4 Participate in other activities and meetings relevant to Barwon CASA/Minerva.



KEY SELECTION CRITERIA

Your application must address the following:

1. Essential Qualifications and Experience

- 1.1. Degree or above qualification in social work, health, education, law or relevant discipline.
- 1.2. Minimum of two years experience in delivering community education and working collaboratively with partner organisations.

2. Essential Skills and Knowledge

- 2.3 An informed and comprehensive understanding of the social and economic determinants of violence against women and of the evidence based prevention framework, settings and approaches.
- 2.4 Demonstrated ability to provide specialist knowledge and subject matter expertise in relation to gender based violence, including responses to sexual assault and family violence and to communicate, liaise and negotiate with other relevant professionals in this regard.
- 2.5 Demonstrated understanding of working within various workplaces and organisations.
- 2.6 Demonstrated innovation, enthusiasm and passion to the role of working towards the elimination of violence against women.
- 2.7 Ability to develop and foster partnerships between organisations and across sectors to support the planning and implementation of activity to prevent violence against women.
- 2.8 Highly developed presentation, communication and interpersonal skills including ability to engage and audience, to research and present with expertise and knowledge, and to draw from a well developed evidence base.
- 2.9 Experience in developing content material and delivering training programs across a range of settings.
- 2.10 Ability to coordinate projects and schedules and to act with a balanced degree of autonomy and accountability.
- 2.11 Ability to conduct evaluations, collect data and materials, write reports and contribute to building knowledge and evidence.
- 2.12 Demonstrated commitment to innovation and a learning culture, continuous quality improvement and an ability to practice in a changing environment.

3. Other

- Commitment to the vision, philosophy, aims and objectives of Barwon CASA/Minerva
- Commitment to continuous quality improvement and cultural equity in service delivery.
- Current Victorian Driver's Licence.



4. Referees

Applicants must provide the name and current contact details of 2-3 professional referees including the most recent or current supervisor.

PERIOD OF APPOINTMENT

Ongoing, subject to satisfactory completion of six month probation period

HOURS OF WORK

- The position is available at 0.8 EFT (30.4 hours per week, 4 days) – fulltime 1 EFT (38 hours per week, 5 days).
- Location of the position is at the Barwon CASA/Minerva office, 59-63 Spring Street, Geelong West. Off site work may be required, as the need arises
- Hours will usually be worked during business hours of 9.00 am to 5.06 pm. between Monday and Friday.
- Days worked will be based on the needs of the service.
- Flexibility in working hours will be required from time to time as the need arises.

SALARY AND CONDITIONS

- Industrial Instrument: *Barwon CASA Enterprise Agreement 2013*, Classification: Administrative Level 3
- We are committed to empowering women to make their own choices. As we are client centred, the support we offer is dependent on the needs of each individual. The position holder, therefore, may be required to undertake any other duties that fall within the nature of the role and responsibilities of the position as detailed above.
- Salary Packaging: Provided via Maxxia. PBI status with other expenses available to package above this cap.
- Superannuation: Paid in accordance with superannuation legislation and *Barwon CASA Enterprise Agreement 2013* the Default Fund is First State Super or alternate fund Hesta.
- Probationary Period - 6 months with a review conducted during this time.

EMPLOYEE RESPONSIBILITY – MANDATORY PRIOR TO COMMENCEMENT

Employee expense:

- Valid Working with Children Check
- National Police Records Check – renewal required every 3 years

OTHER

This position description is subject to review and may change in accordance with the needs of Barwon CASA/Minerva, our operation, our clients and our stakeholders.



Applications will only be considered from those who provide a written response to Key Selection Criteria.

Addressed to: humanresources@barwoncasa.org