



Position Title:	Project Officer
Hours:	Full Time Contract Role
Location:	Suite 2/31 Princes Hwy Dandenong 3175
Duration:	As per employee contract
Reporting To:	Health Promotion Manager

1. Introduction

Women's Health in the South East (WHISE) is the regional women's health service for the Southern Metropolitan Region of Melbourne.

Women's Health Services are based on an understanding of health within a social context and recognise that:

- health factors are determined by a broad range of social, environmental and economic factors;
- differences in health status and health outcomes are linked to a range of factors including gender, sexuality, socio-economic status, ethnicity and disability;
- health promotion, prevention, equity of access and strengthening of community and primary health care are necessary along with other health treatment services.

This role is a contract role funded through project specific support from the Victorian Government.

2. Position Objectives

The Project Office will employ a strengths based approach to work with community and stakeholders on two key projects both of which focus on taking primary prevention action to address violence against women. These projects are:

- Empowered and Respectful Communities Project – working with members of the Afghan Community across Dandenong, Casey and Cardinia to implement a culturally congruent primary prevention program which builds the capacity of the community and leaders on the drivers of family violence, gender equity and respectful relationships, and pathways to sustained relationships with service providers.
- Prevention of Violence Against Women Strategy for Regional Southern Metropolitan Region - support the implementation, promotion and evaluation of the Strategy, coordinate implementation of the Strategy's Action Plans, facilitate the Community of Practice (CoP) and steering committees and ensure a robust communication strategy is implemented to provide a consistent and well-coordinated approach across the region.

3. Key Responsibilities

Across all projects this role will:

- Work collaboratively with all colleagues in WHISE to be part of the team, create a strong positive culture and help WHISE achieve its goals

- Work with a range of stakeholders and communities in the local region to create and implement co-designed strategies and action plans
- Ensure that work and deliverables are implemented in a culturally congruent manner, consistent with the goals of the community and stakeholders
- Utilise best practice primary prevention strategies to build capacity of communities and stakeholders in the regional areas to prevent, recognise and address violence against women
- Work with diverse expectations and facilitate consensus on priorities and actions
- Work with diverse data and information sources to create strong evidence bases for change in the community
- Work with colleagues and stakeholders to create practical communication strategies that can be resourced by the project, promote the work of WHISE and its goals
- Develop transferable evidence based models of best practice for working with the communities on the prevention of Violence against Women
- Where possible and appropriate, enhance connections between the communities in each project, local government and service providers to improve access to and uptake of services

Project specific – Empowered and Respectful Communities:

- Identify PVAW strengths within the Afghan Community and identify PVAW knowledge and skill development needs
- Develop culturally appropriate, tailored, knowledge and skill development initiatives and programs
- Use a best practice bi-lingual health educator model in program delivery
- Harness existing cultural knowledge and leadership capacity of community leaders (men and women) to implement strategies aimed at promoting respect toward women, gender equity and, inclusion and equal participation of women within their communities;
- Co-develop tailored, evidence-based resource materials in oral, narrative and/or translated formats;
- Increase participation of refugee and asylum resource seeker communities in regional PVAW leadership groups;

Project specific – South Eastern Metro Prevention of Violence Against Women Strategy

- To support the implementation, promotion and evaluation of WHISE's Regional Action Plan to prevent violence against women and children
- Coordinate and provide secretariat support for the Steering Committee
- Facilitate the CoP meeting and develop reports for the Steering Committee
- Build partnerships, share information and connect services and others working on PVAW issues
- Attend the Statewide PVAW CoP to contribute to knowledge-sharing and skills development
- Develop a communication strategy for dissemination of resources.

3.3 Quality Improvement

- Assist in the development of the organisation's overall Quality Improvement Plan.
- Initiate and participate in the development and review of WHISE policies and procedures.

3.4 Occupation Health and Safety

- Follow safe work practices, procedures, instructions and rules.
- Perform all duties in a manner, which endures personal health and safety and that of others in the workplace.
- Report all hazards or incidents that cause or may cause harm.

3.5 General Requirements

- Provide courteous advice and assistance to clients and visitors of WHISE.
- Maintain effective working relationships with staff and regularly participate in team and organisational activities.
- Understand the budget constraints and where possible suggest strategies for improvement.
- Support and value diversity at all levels within the organisation and in all services that we provide by being respectful and appreciating individuals' emotional, intellectual, physical, spiritual and experiential differences and uniqueness
- Be conversant with computer systems and other technology relevant to the position.
- Carry out all other duties as directed consistent with WHISE's Strategic Directions.
- Apply a risk management approach to all tasks undertaken at work.

4. Selection Criteria

4.1 Essential

- Tertiary qualifications in health promotion, public health or community development and/or equivalent qualifications and experience in a relevant field of study
- An understanding of and commitment to the feminist principles of women's health
- Broad working knowledge on the factors affecting violence against women and the current policy and service environment
- Project management skills, including needs assessment, community consultation, planning, implementation, evaluation and leadership
- Excellent communication including cross-cultural communication, negotiation, advocacy, organisational and time management skills
- Knowledge and experience of effective approaches to capacity building, community empowerment, program co-design and engagement
- Strong interpersonal skills with the ability to effectively communicate and interact with a range of key stakeholders including community members from diverse cultural and linguistic backgrounds
- Proven ability to work both within a team environment as well as the ability to work independently, with minimal supervision
- Demonstrated ability to use Microsoft office programs including Word, Excel, Access, Publisher, Powerpoint and Outlook.
- Demonstrated ability to adapt to different situations and tasks on a day to day basis.
- Proven ability to work both independently and cooperatively as part of a team.

4.2 Desirable

- Previous experience in a similar role
- Knowledge of the Southern Metropolitan Region
- Fluency in a second language (Dari and or Pashto), and/or familiarity with a second cultural or ethnic group would be well regarded
- Current unencumbered driver's license.
- Experience working with women who have experienced family violence
- Nationally recognised family violence response training such as DV-Alert

(CHCDFV301A: Recognise and Respond Appropriately to Domestic and Family Violence) or CRAF Risk Assessment Training

5. Terms and Conditions

- The successful applicant will be required to undertake a police records check and Working with Children check. Appointment is subject to the outcome of these checks.
- All employees are required to sign and comply with WHISE’s Code of Conduct - Code of Behaviour in the Workplace and Confidentiality and Privacy.
- All volunteers are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve Occupational Health & Safety.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position.

WHISE has an equal opportunity employment exemption.

Version Number: 2

Date Reviewed: January 2018

Date of Next Review: January 2019

I have read, understood and accept the above position description:

Employee Name

Employee Signature

Date

CEO’s Name

CEO’s Signature

Date