

Prevention and Training Coordinator – Position Description

Time Fraction:	Full Time (0.8 EFT Considered)
Reports to:	Strategy and Development Manager
Term:	2 year contract
Date:	December 20 2021

About CASACV

The Centre Against Sexual Assault Central Victoria (CASACV) is an incorporated not for profit community organisation that is governed by a Board, with membership comprising prominent local corporate and community members. Funding is received from the Victorian Government. We employ over 30 staff with qualifications ranging in psychology, social work, family therapy and psychotherapy. Our primary site is located in Bendigo, but we provide outreach services in Kyabram, Kyneton, Maryborough, Echuca and Tarrengower Prison.

Our services include free and confidential specialist counselling to adults, young people and children who have experienced sexual assault and/or family violence either recently or in the past, and to their non-offending parents, partners, family and friends. We also offer a 24-hour crisis care response to victims of recent sexual assault, including crisis counselling, support and advocacy, medical care and justice services. CASACV provides a family focused, prevention and early intervention therapeutic service to children and young people under the age of 18 who have engaged in harmful sexualised behaviours. We also provide specialised advocacy, secondary consultation, community education and professional training across the sector and within the community.

We are committed to the development of a positive and supportive work environment and strive to provide a family friendly workplace with flexible working arrangements. We provide clinical supervision, encourage continuous learning, and focus on excellence in client outcomes and organisational objectives.

CASACV is also a partner in the Bendigo Multi-Disciplinary Centre (MDC). In the MDC we are co-located with Victoria Police, Sexual Offences and Child Abuse Investigation Team (SOCIT); staff from Department of Health and Human Services, Child Protection; and Bendigo Community Health. In this specialised model, partner organisations support adult and child victims from first disclosure of sexual assault to criminal prosecution.

We uphold a feminist philosophy, and our aim is to provide an empowering, respectful and culturally sensitive service committed to best practice.

CASACV Values

All our work is underpinned by the following values:

- Social Justice - equity, inclusion and human rights are embedded within our organisation.
- Integrity, Safety, Respect and Empowerment - are integrated into every aspect of service delivery and governance.
- Quality and Accountability – our work is evidence based, measured and accountable to our clients and the community.
- Feminist – we work within a feminist framework to challenge and reform structural gender inequities.

Position Overview and Accountabilities

- The position is responsible for the high-quality delivery of CASACV training packages, an annual training program, in line with CASACV training standards and professional code of conduct. Developing and delivering expert education to professional and community members on sexual assault, trauma and violence informed practice across the lifecourse.
- The position will also deliver training related to CASACV's REFOCUS program, to support professionals to identify and respond to harmful sexual behaviours displayed by children and young people.
- The position will ensure professionals recognise the different forms of sexual violence, understand what drives it and have the resources, information, tools and training to respond effectively. The position will contribute to building community knowledge and capacity to prevent sexual violence from occurring.
- The position will work both independently, and coordinate cofacilitation capacity with CASACV Counsellor-Advocates.
- The position will coordinate key community advocacy campaigns, events and actions, as directed by CASACV Advocacy and Community Strategy actions. The position will represent CASACV at forums, networks and in partnership project management and working groups
- The position is responsible for updating the CASACV website with relevant information, and contributing to CASACV social media commentary.
- The position is supported by a team of highly skilled and qualified practitioners and receives regular organisational and administrative supervision and organisational support from the Strategy and Development Manager. The position is based in Bendigo, Victoria and will be required to provide training, education and capacity building services across the Loddon Campaspe Region.

Position Requirements and Responsibilities

1. Prevention and Training Requirements

Training and Education:

- Manage and coordinate all CASACV free and fee for service learning and development programs, including delivery of face to face and online training modules to range of audiences – including schools, services, community groups, adult education settings etc.
- Further develop CASACV staff training capacities.
- Coordinate CASACV staff to co-lead/ or contribute to training delivery.
- Ensure all education modules and programs are evidence based and informed by gender equity, intersectional and violence prevention and intervention informed frameworks.
- Evaluate, reflect and further strengthen and expand CASACV educational modules and products.
- Contribute to the delivery of internal CASACV staff trainings, and coordination of external training providers when required.
- Supervise TAFE/ or University students on placement as appropriate.

Prevention:

- Maintain the CASACVC website; updating website content when required, and develop CASACV social media communications.
- Coordinate CASACV public advocacy and events.
- Contribute to local, regional and state wide prevention community of practice and networks.
- Produce CASACV Fact Sheets, Resources and Communication materials to support client, professional and community knowledge.
- Deliver, and support other staff to develop and deliver CASACV conferences presentations, related to CASACV practice and topics related to CASACV areas of work.
- Support the development and implementation of the CASACV survivor advocate program.

2. Organisational Responsibilities

- Write reports for CASACV leadership team and Board on training, advocacy and prevention work delivered.
- Attend regular supervision (work review and organisational supervision) and further develop own practice.
- Awareness and observation of the policies and procedures of the organisation.
- Comply with relevant social and legal policy, as required.
- Participate in staff and team meetings, and professional development.
- Participate in continuous quality improvement and development of best practice.
- Plan time effectively to manage competing demands ensuring you meet the requirements of the role.
- Participate in other activities and meetings relevant to CASACV.

3. Occupational Health and Safety (OH&S) Responsibilities

- CASACV is committed to the safety of its employees and any other individuals present in our workplaces. In achieving and maintaining workplace health and safety, CASACV will apply best practice in OHS in accordance with statutory obligations at all times.
- All CASACV employees, contractors and volunteers are required to:
- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their supervisor
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.
- In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Key Selection Criteria

Applications must address the following:

1. Essential Qualifications and Experience

- Tertiary qualification in education, community development or related field, and /or extensive experience working in community development/ adult education setting

2. Essential Skills, Knowledge and Attributes

1. Highly developed skills in developing and delivering adult educational and training programs.
2. End to end project management skills and experience – including ability to develop, implement, manage and evaluate.
3. Highly developed interpersonal skills – with experience in managing group dynamics, negotiating conflict and transforming understanding.
4. An understanding of the gendered drivers, contributing and reinforcing factors related to sexual violence and family violence.
5. High level computer proficiency – including familiarity with online training platforms and Microsoft 365 package.
6. Ability to work with a high level of independence and autonomously, and as part of a team to contribute to a positive workplace culture.
7. Highly developed written and oral communication skills including producing engaging presentations, products, and reports etc.

3. Desirable qualification

- Certificate IV in Training and or previous experience in the VET sector

4. Other

- Commitment to the vision, philosophy, aims and objectives of CASACV.
- Computer skills and proficiency in Microsoft applications.
- Current Victorian Driver's Licence.

Referees

Applicants are asked to provide the name and current contact details of three professional referees including the most recent manager or current supervisor.

Position Entitlements

Hours of Work and Location of Work

- The position is full time (0.8 FTE Considered).
- Hours will usually be worked during business hours of 9.00 am to 5.06 pm between Monday to Friday, though may include weekend and after hours work as needed.
- The days are based on the needs of the service.
- Flexibility in working hours will be required from time to time as the need arises.
- Location of the position is in Bendigo and may include locations across the Loddon Campaspe Region

Salary and Conditions

- Industrial Instrument: *CASACV Enterprise Agreement 2019- 2023*, Classification: Health Professional and Support Services Award \$84,948 – \$96,863 gross based on qualifications and experience.
- Generous salary packaging is available with Fringe Benefits Taxation of up to \$15,900 each year; other expenses may be packaged over this cap.
- The position is subject to successful completion of a six-month probationary period, reviews will be conducted during this period.
- A current Working with Children Check and National Police Check is mandatory prior to commencement. If you have lived overseas for more than one year in the last 10 years you will be required to provide an International Police Check or two referees for that country.
- As per Government regulations all staff must supply evidence of COVID 19 Vaccination status.

Applications

For more information on the position please call CASACV Manager Strategy and Development – Lee Edmonds on 5441 0430.

To apply for this position, please provide (note applications without these components will not be considered):

- CV
- Letter of introduction
- Response to Key Selection Criteria.

Applications close: **5 pm Friday 21 January 2021**

Email: **HR@casacv.org.au** – Subject: ***Prevention and Education Coordinator***

Acceptance of Position Description requirements

To be signed upon appointment

Employee Name:

Signature:

Date:

This position description is subject to review and may change in accordance with the needs of our organisation, including our operations, clients and stakeholders