



POSITION DESCRIPTION

May 2013

Position:	Community Worker – Family and Reproductive Rights Education Program (FARREP)
Employment Period:	Part-time (19 hours per week) fixed-term maternity leave position until 1 July 2014
Exemption:	VCAT Exemption No. A109/2009 (subject to Equal Opportunity Act 1995)
Reports to:	Health Promotion Coordinator
Responsibility:	The position is responsible for the development and implementation of the young African women's project, FARREP community education and contributing to partnership projects
Internal Relationships:	Maintain strong collaborative working relationships with other members of the women's health promotion team, in particular the other FARREP community worker and health promotion coordinator. Actively participate in health promotion team meetings, Women's Health West (WHW) staff meetings and cross team professional development.
External Relationships:	Establish and maintain effective relationships with women from communities that practice female genital mutilation, otherwise known as cutting (FGM/C). Liaise with other FARREP community workers in Melbourne's western region and at state and national forums, where appropriate. Develop and maintain partnerships and networks that support and promote the sexual and reproductive health and human rights of women from communities that practice FGM/C.
Remuneration:	Salary and conditions in accordance with WHW Enterprise Agreement at classification level 3A, based on qualifications and experience. Salary packaging options available as per WHW policy. An initial review of performance will be undertaken within three months of commencement and a probationary review at six months, as part of the employment offer and contractual agreement. Privacy and confidentiality agreement required.
Located:	Women's Health West, 317-319 Barkly Street, Footscray.

KEY OBJECTIVES

The community worker is responsible for contributing to the improved sexual and reproductive health and wellbeing outcomes for women from communities that practice FGM/C through the development, delivery and evaluation of effective and integrated FARREP community education and development programs.

KEY ACCOUNTABILITIES

- Lead the development and facilitation of holistic sexual and reproductive health and wellbeing **community education programs** for women from communities that practice FGM/C.
- Develop and deliver a **young African women's program** that enhances their confidence, independence, and pride in their African-Australian identity and builds their skills and capacity to make informed sexual and reproductive health decisions now and into the future.
- Provide **strategic program and policy advice** regarding the complex practice of FGM/C and culturally appropriate interventions aimed at eliminating the practice.
- Develop and **maintain collaborative relationships with external partner agencies** to facilitate the reach and effectiveness of FARREP activities across the western region and throughout Victoria.
- Support **collaboration and teamwork** to ensure the integration of FARREP and other sexual and reproductive health strategies within the women's health promotion team and the WHW organisation.

KEY RESULT AREAS

Key Results Area (Outputs of the job, why is it done)	Major Activities (What is done and how)	Outcome Measurement (How will quantity, quality, timeliness or cost be measured)
Community education programs	<ul style="list-style-type: none"> ▪ Collaborate with settlement services' program coordinators in planning community education programs delivered at New Hope Foundation and MacKillop Family Services that integrate a focus on FGM/C within a sexual and reproductive health and human rights framework ▪ Develop and distribute fliers that promote the New Hope community education program, send women invitations and conduct follow-up calls to arrange suitable program times and dates ▪ Undertake community consultation with women to ensure that the program incorporates health topics relevant to their sexual and reproductive health needs, including FGM/C ▪ Deliver relevant community education sessions with New Hope Foundation and MacKillop Family Services ▪ Recruit and support partnership development with other settlement services that work with communities that practice FGM/C 	<ul style="list-style-type: none"> ▪ FARREP community education sessions are successfully promoted throughout the western region ▪ Five or more community education sessions are delivered with women who participant in the New Hope Foundation program ▪ Three or more community education sessions are delivered with MacKillop Family Services parenting group ▪ Evaluation indicates that women report increased sexual and reproductive health knowledge including the health impacts of FGM/C and of services in Melbourne's west such as the defibulation clinics ▪ Women report that the sessions are culturally appropriate, inclusive and incorporate information that is relevant to their health needs ▪ New collaborative partnerships with settlement services are established and community education sessions are delivered with newly-arrived community women where appropriate
Young African women's program (YAWP)	<ul style="list-style-type: none"> ▪ Partner with the Water-well project to deliver culturally appropriate sexual and reproductive education sessions to young African women ▪ Finalise the written community consultation report for the YAWP ▪ Source additional research to identify sexual and reproductive health concerns and health literacy gaps experienced by young African women in Melbourne's west ▪ Work collaboratively with young African women to develop a culturally appropriate sexual and reproductive health program designed to meet the specific health and wellbeing needs of young women who are from communities that practice FGM/C ▪ Collaborate with schools and community organisations to improve access for young African women to a range of health services 	<ul style="list-style-type: none"> ▪ Three of more sessions are delivered to young women who are part of the MEGGA group ▪ Consultation report is finalised and the experiences and perspectives of young African women, parents and female community leaders are used to inform the development of the YAWP. ▪ Relevant, evidence-based research is sourced and informs FARREP program development and implementation. ▪ YAWP is designed to build the capacity, knowledge and skills of young African women to make safe and positive sexual and reproductive health decisions for themselves and promote the elimination of FGM/C ▪ Health, welfare and educational practitioners have knowledge of health services and referral pathways for young African women
Strategic program and policy advice	<ul style="list-style-type: none"> ▪ Provide secondary consultation regarding FARREP to health practitioners and the broader community in Melbourne's west. ▪ Provide policy and program advice regarding the specific social, cultural and 	<ul style="list-style-type: none"> ▪ Health practitioners are equipped, well supported and resourced in their work with women from communities that practice FGM/C, enhancing their ability to prevent the practice and to support

	<p>health needs of women from communities that practice FGM/C to the health promotion coordinator and manager</p> <ul style="list-style-type: none"> Collaborate and support the WHW communications team to convey culturally appropriate and relevant information about FGM/C, including information about Zero Tolerance to FGM/C day 	<p>women who have undergone the practice already as relevant</p> <ul style="list-style-type: none"> WHW influences policy and program debates specific to the social, cultural and health and human rights concerns of women from communities that practice FGM/C WHW organisational communications are respectful and culturally appropriate, while also emphasising the gender-based human rights violation associated with the practice
Maintain collaborative relationships with external partner agencies	<ul style="list-style-type: none"> Liaise with FARREP community workers in Melbourne's west and where appropriate at state-wide forums and/or networks Work collaboratively with the Western Region Health Centre's (WRHC) FARREP worker to support community development and education programs for men from FGM/C practicing communities Provide the WRHC's FARREP worker with peer support, where appropriate Work collaboratively with PapScreen Victoria and the advisory group to undertake a program designed to increase African women's Pap screening access and participation Actively participate as a member of the Centre for Ethnicity and Health's MHSS partnership Actively participate on the African workers group Undertake other projects in collaboration with partner agencies as they develop 	<ul style="list-style-type: none"> A range of culturally appropriate strategies that support women's health and wellbeing are adopted and implemented by other organisations in Melbourne's west Key partners including WRHC and PapScreen Victoria will have greater capacity to design and embed gender equity frameworks and culturally appropriate FGM/C prevention and response strategies within their planning, policy and service delivery WHW is represented on working group and is influential in modeling effective community development approaches to working with women from communities that practice FGM/C New initiatives lead to greater collaboration across the region and the state, resulting in a more effective program with wider reach
Collaboration and teamwork	<ul style="list-style-type: none"> Actively participate as a member of the health promotion team, and in particular work to ensure a collaborative and respectful working relationship with WHW's other FARREP worker Work collaboratively and pro-actively within the health promotion team and the agency to achieve team and organisational strategic goals Apply to practice the organisation's strategic vision, values and directions, and contribute to the achievement of WHW's strategic goals 	<ul style="list-style-type: none"> Performance review indicates a proactive, constructive and respectful approach to working as part of a team and organisation

KEY SELECTION CRITERIA

Essential

- Experience working with culturally and linguistically diverse women in community development, health promotion, community education and/or information programs
- Relevant experience and demonstrated understanding of the culture and social context of FGM/C, particularly in relation to sexual and reproductive health
- Experience in establishing and facilitating groups of community women

- Relevant tertiary qualification (e.g. social work, community development, nursing, public health, health promotion, welfare studies)
- Demonstrated understanding of the impact of the refugee experience on health and wellbeing
- Strong networks and contacts within communities that practice FGM/C and/or relevant community and health agencies, particularly in the western region of Melbourne
- Well-developed English written, verbal and interpersonal skills, including good report writing skills
- Written and verbal communication skills in one or more African languages
- Ability to work independently and as part of a team
- Organisational and time management skills, as well as basic computer literacy

Highly Desirable

- Experience working with interpreters

PERFORMANCE MONITORING

An initial review of performance will be undertaken within three months of commencement and a probationary review at six months, as per WHW's probation policy and procedure. Annual appraisals and support for development will relate to the key result areas above.

REVIEW OF POSITION DESCRIPTION

This position description will be reviewed as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.

FURTHER INFORMATION

If you have specific questions about this position, please contact Elly Taylor at Women's Health West on 9689 9588.

Only applications that address the Key Selection Criteria will be considered. Written applications marked 'Confidential', with three nominated referees, including your most recent line manager to:

Health Promotion Coordinator

Women's Health Promotion Program

Women's Health West

317-319 Barkly Street Footscray VIC 3011

or email to elly@whwest.org.au

Closing date for applications: Friday 21 June 2013.