

POSITION DESCRIPTION

Position Title	Coordinator Resourcing Health and Education in the sex industry (RhED)		
Program Division	Primary and Mental Health		
Team Area	Strengthening Communities – RHED Program		
Position number	VAC0303		
Classification Grade & Level	SACS Social Worker – Class 4 (Above Award) Health Professional – Deputy Chief at level dependent on experience Psychologist – Grade 2 or dependent upon experience		
Enterprise Agreement or Award applicable	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2013-15 Victorian Stand Alone Community Health Centres, Health Professionals Multi - Employer Agreement 2012 -2016 Public Community Health Sector Enterprise Agreement 2012 - 2016		
Employment details	<input checked="" type="checkbox"/> Full-time 1.0 FTE OR	<input checked="" type="checkbox"/> Part-time FTE 0.8 (Tuesday to Friday)	<input type="checkbox"/> Casual
	AND		
	<input type="checkbox"/> Permanent on-going	<input type="checkbox"/> Fixed Term From: __ / __ / ____ [date] To: __ / __ / ____ [date]	
		Fixed term reason: <input type="checkbox"/> Parental Leave Replacement <input type="checkbox"/> Specific Project or Purpose	
Position reports to	Program Manager Strengthening Communities		
Ordinary location(s)	This position is ordinarily based at 10 Inkerman St, St Kilda with travel to other sites as needed.		
How to apply	http://ischs.org.au/careers/health-jobs/		
Closing Date	Monday 1 st May, 2017 @ 9am		
Recruitment contact	Email: recruit@ischs.org.au		

Inner South Community Health Service Limited

Inner South Community Health (ISCH) is a leading provider of health and support services in Victoria. Encompassing six main and five satellite locations, over 300 staff work in multi-disciplinary teams to deliver health outcomes, in areas ranging from the inner city suburbs, Southern Metropolitan Melbourne to

Statewide Services such as Rhed.
 ISCH is regarded as one of Victoria’s pre-eminent community health services, with specialist expertise in engaging high-risk and hard to reach groups. Its services and innovations are regarded as best-practice, having won the Premiers’ Award for Health Service of the Year in 2010.

Website Information: <http://ischs.org.au/>

Mission & Values: <http://ischs.org.au/about-us/mission-vision-values/>

Strategic Plan: <http://ischs.org.au/about-us/strategic-plan/>

Purpose of Position

The Coordinator is accountable for the leadership and management of the RhED team. This team comprises of health promotion educators, case managers, an arrest referral program and a drop in evening program one night a week. The position will lead these services, ensuring the delivery of targeted high quality care to the sex work community in both the regulated and unregulated industries across Victoria. In addition, the Coordinator ensures that the RhED response addresses the social determinants that have a large influence on the lives of sex workers, aiming to improve the health and wellbeing of sex workers and reduce their risk of being further stigmatised and abused while working.

The Coordinator also contributes to the strategic development and leadership of the broader organisation through the management team.

The Coordinator is responsible for nine staff members directly and is accountable to the Program Manager, Strengthening Communities.

The position aim is to provide leadership that:

- enables improved health and wellbeing of sex workers across Victoria,
- working partnerships with other relevant stakeholders and
- contribution to the ISCH leadership team.

Key Responsibilities

- Team leadership and management
- Participate in agency and program management forums
- Manage staff recruitment, individual performance and team performance
- Facilitate a positive culture within team and site
- Lead case reviews/practice review activities in teams
- Ensure the maintenance of client records in line with the ISCH Model of Care.
- Clinical, line management and student supervision
- Facilitate and participate in all quality assurance and improvement activities
- Actively contribute in the preparation of tenders and submissions
- Provide regular back up site management of the Inkerman St site
- Coordinate and implementation of cross program projects and initiatives
- Budget management in conjunction with the Program Manager and monitoring/reporting of targets
- Engage with services, networks and peak bodies to ensure ISCH input into Sex Work legislation and policy. Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Workplace Health and Safety training where required.
- In conjunction with the Program Manager, develop and perform to an annual individual performance plan

including key performance indicators in line with the organisation’s strategic plan and program plan. Actively participate in regular supervision.

Key Capabilities

- Demonstrated Leadership experience including the demonstrated capacity to advocate for the health and wellbeing needs of the sex worker community
- Proven managerial experience with coaching and mentoring ability
- Conflict resolution knowledge and skills
- Influence and negotiation – Able to utilise skills to effectively build rapport with staff, clients and external partnerships with a focus on stakeholder management
- Effective time management capabilities

Qualifications [Post-Secondary/Vocational; Undergraduate or Postgraduate degree(s)]

Essential	Relevant tertiary qualification in Social Work (or equivalent) and/or Management
Preferred	Relevant post-graduate qualifications
Professional Membership(s)	Membership with the relevant body (AASW) and (APHRA) if applicable.
Experience [Industry sector, field of practice]	
Essential	Previous experience in a people leadership role.
Preferred	<ul style="list-style-type: none"> • Ability to speak a relevant community language other than English. • Experience or knowledge of the sex industry.

Key selection criteria - Essential

Knowledge and skills	<ul style="list-style-type: none"> • Extensive experience leading multi-disciplinary teams who work with hard to reach and/or marginalised client groups. • A demonstrated understanding of the complexities of the regulated and unregulated sex industry. • Excellent interpersonal and communication skills (including high level written skills) demonstrating high levels of emotional intelligence. • Relevant management and supervisory experience including well developed practice supervision skills. • An understanding of effective risk management strategies and frameworks.
Protecting babies, children and young people from child abuse and neglect is integral to the work at ISCH	
Protecting Children Policy Information	<ul style="list-style-type: none"> • Protecting babies, children and young people from child abuse and neglect is integral to the provision of health services and is a core responsibility for all ISCH staff.
Broad Organisational Responsibilities	
Personal qualities	<ul style="list-style-type: none"> • Strategic Decision making: Identifying what needs to happen to achieve long-range goals or vision; developing actions congruent with organisational goals, available resources and environmental opportunities/risks. • Facilitating change: Facilitating and encouraging the acceptance of change within the program and broader workplace. • Visionary Leadership: Creating a clear and compelling vision of the future so that current decisions, actions and goals are aligned with the big picture and staff

	<p>understanding and are committed to their roles and how they contribute to the organisational vision.</p> <ul style="list-style-type: none"> • Communication: The ability to present information clearly and persuasively and seek out the ideas and views of others. • Teamwork: The ability to collaborate with colleagues to seek solutions that are beneficial to all groups as well as forge successful teams among individuals with diverse perspectives and skills. • Behavioural flexibility: The capacity to make decisions in sometimes ambiguous circumstances and to lead the change process within the team and across ISCH. The manager will adjust strategies and behaviours as new information becomes available and as priorities change. • Action management: Ensure the timely delivery of services and programs, and prioritise issues based on their importance and urgency. Organise activities to optimise client outcomes and build contingency plans into strategies for action. • Client focus: The ability to identify and respond to the needs of the community in the areas of quality service profession and service development.
Other Licence(s)	Victorian Driver Licence (or equivalent) preferred

Important information

- ISCH is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. The organisation is a smoke-free workplace.
 - ISCHs usual hours of operation are from 8:00am and 8:00pm Monday to Friday, specific hours of work will be determined in accordance with operational requirements and contained in the Contract of Employment.
 - Your Letter of Offer may state you will be based at a particular ISCH site, however it is expected that you will be required to work at different locations in the greater metropolitan area of Melbourne.
 - Offers of employment are contingent upon:
 - A successful reference check (all positions);
 - Non-adverse Criminal Record check (all positions);
 - Fitness for Work medical examination (specific positions);
 - Holding and maintaining a valid 'Working with Children Check' (specific positions).
- ISCH is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply.**
- Some roles may undergo psychometric testing prior to appointment.**

Salary Packaging Information

- Inner South Community Health Service currently two types of Salary Packaging:
 - General salary packaging of \$16,100 per FBT year
 - Meal Entertainment/Facility leasing of \$2,550 per FBT year
- Salary Packaging is optional and may have considerable tax benefits depending upon personal circumstances.*

AUTHORISATION

Person who completed and authorises this Position Description	Position Title:	Program Manager, Strengthening Communities
	Program / Division:	Primary and Mental Health

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