



SWOPWA OUTREACH EDUCATOR

Part Time (36 hrs per fortnight)

Thank you for your interest in this position. A current job description and selection criteria follows.

Applicants with experience in AOD field are encouraged to apply.

Enquiries are welcomed and should be directed to Stephen Plecas Manager Magenta and SWOPWA on (08) 9328 1387.

For more information about FPWA Sexual Health Services and SWOPWA please refer our websites at www.fpwa.org.au and www.magenta.org.au

Please refer to the Job Description included into the Job Package for the full work related requirements including the selection criteria.

Please send your completed application including a covering letter, considering the selection criteria and resume to:

Attention: HR/Payroll Administration Officer
FPWA
PO Box 141
Northbridge 6865

Alternatively, applications can be emailed to jobs@fpwa.org.au with the position title in the subject line, or faxed to (08) 9227 6871.

Application close on Friday 22nd October 2010 at 5 pm

Important: Please ensure you have read the 'Guide for Job Applicants' available at www.fpwa.org.au/employment before applying for a position at FPWA Sexual Health Services.

Please note: The successful applicant for this position will be required apply and gain Working with Children Check and to present a current (less than 12 months) National Police Clearance.



Employment Status

Part Time

Hours

36 per fortnight

Classification

Level 3/4 Social, Community, Home Care and Disability Services Industry Award 2010

Date of Issue

November 2008

Reviewed

October 2009

Job Purpose

To provide sexual health education services to street based sex workers by means of outreach.



CRITICAL OBJECTIVES	STANDARDS OF PERFORMANCE	MEASURES	KNOWLEDGE AND SKILLS REQUIRED
<p>Make regular contact with street based sex workers in their working environment across the Perth Metropolitan Area.</p>	<ul style="list-style-type: none"> • Contact is made on a regular basis with workers. • Contact is made in the working environment in a discreet and appropriate manner. • Outreach is conducted across the metropolitan area. • Personal security is maintained. 	<ul style="list-style-type: none"> • Management Assessment • Peer feedback • Client feedback • Statistics 	<ul style="list-style-type: none"> • Knowledge of sex industry • Knowledge of the needs and concerns of clients • Awareness of personal security issues • Clear understanding of protocols and objectives of SWOPWA program • High level of discretion and diplomacy. • Strong communication skills
<p>Provide safer sex and harm minimisation education and information to street based sex workers via outreach and through office based support.</p>	<ul style="list-style-type: none"> • Information is provided to clients in an appropriate manner. • Information is current and reflects Magenta/FPWA philosophy and programs. • Client needs and requests are acknowledged and respected. • Personal security is maintained. • Provide telephone information and education when required. 	<ul style="list-style-type: none"> • Management Assessment • Peer feedback • Client feedback • Statistics 	<ul style="list-style-type: none"> • Knowledge of sex industry • Knowledge of sexual health education • Knowledge of organisation philosophy and programs • Clear understanding of protocols and objectives of SWOPWA program • Awareness of personal security issues • Good telephone communication skills. • Strong communication skills
<p>Provide crisis assistance and referral to appropriate agencies when appropriate.</p>	<ul style="list-style-type: none"> • Assistance and referral provided is appropriate. • Knowledge of available services is maintained. • Personal security is maintained. • Professional boundaries are maintained. 	<ul style="list-style-type: none"> • Management assessment • Peer feedback • Client feedback • Associated agencies and services feedback 	<ul style="list-style-type: none"> • Knowledge of sex industry • Knowledge of services and assistance available • Clear understanding of protocols and objectives of SWOPWA program • Awareness of personal security issues • Ability to handle critical incidents



CRITICAL OBJECTIVES	STANDARDS OF PERFORMANCE	MEASURES	KNOWLEDGE AND SKILLS REQUIRED
Provide safer sex and harm minimisation products to workers.	<ul style="list-style-type: none"> • Products are provided when requested. • Product distribution is organised according to organisation procedure. • Products are provided to other agencies for distribution according to organisation procedure. 	<ul style="list-style-type: none"> • Management assessment • Product sales • Client feedback • Other agencies feedback • Peer feedback 	<ul style="list-style-type: none"> • Organisational skills • Cash Handling skills • Product knowledge • Knowledge of organisational procedures and policies
Advocate for individual client when appropriate	<ul style="list-style-type: none"> • Provide a professional representation on behalf of client when requested • Assist client to access services as appropriate • Professional boundaries are maintained 	<ul style="list-style-type: none"> • Management assessment • Client feedback • Agency feedback • Peer feedback 	<ul style="list-style-type: none"> • Strong communication skills • Clear understanding of protocols and objectives of SWOPWA program • Knowledge of sex industry • Knowledge of services and assistance available
Perform administrative tasks	<ul style="list-style-type: none"> • Administrative tasks are completed as required by organisational procedure and funding requirements. • Administrative tasks are completed in an accurate and timely manner. • Records are maintained as required by organisational procedure and funding requirements. • Reports are prepared as required/requested 	<ul style="list-style-type: none"> • Management Assessment • Reports • Statistics • Peer feedback 	<ul style="list-style-type: none"> • Knowledge of organisational policy and procedures • Knowledge of funding guidelines and requirements • Computer literacy • Written communication skills • Organisational skills • Time Management skills
Direct clients to information and services in the areas of welfare, legal, financial and other matters	<ul style="list-style-type: none"> • Provide appropriate and current information regarding services to clients. • Advice is not offered on 	<ul style="list-style-type: none"> • Management Assessment • Peer Feedback • Client feedback • Associated agencies and services feedback 	<ul style="list-style-type: none"> • Knowledge of sex industry • Knowledge of services available • Interpersonal skills • Communication skills



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	these issues only information or referral to services that may be accessed.		
Develop and maintain professional and personal skills	<ul style="list-style-type: none"> • Knowledge is developed by reading professional journals and other material • Attend relevant courses, programs, workshops and lectures that relate to the work carried out. • Complete professional education and training as required. 	<ul style="list-style-type: none"> • Management Assessment • Attendance • Peer feedback • Client feedback 	<ul style="list-style-type: none"> • Knowledge of industry journals and websites • Knowledge of Professional development opportunities • Strong self motivation • Time management and organisational skills
Develop professional networks	<ul style="list-style-type: none"> • Contacts are made and maintained within the industry • Regular contact with peers and agencies • Active participation on the Related Services Group 	<ul style="list-style-type: none"> • Management Assessment • Stakeholder feedback 	<ul style="list-style-type: none"> • Interpersonal skills • Strong communication skills
Attend meetings and staff development as required by Manager	<ul style="list-style-type: none"> • Attend meetings and staff development • Active participation in meetings and staff development • 	<ul style="list-style-type: none"> • Attendance • Management Assessment • Facilitator feedback • Peer feedback 	<ul style="list-style-type: none"> • Time management skills • Organisational skills • Strong communication skills
Promote the philosophy and aims of FPWA with health, education, welfare personnel as directed by Manager	<ul style="list-style-type: none"> • Attend meetings as required • Communicate philosophy and aims of organisation in 	<ul style="list-style-type: none"> • Attendance • Management Assessment • Stakeholder feedback 	<ul style="list-style-type: none"> • Strong communication skills • Knowledge of organisational philosophy and aims • Interpersonal skills



CRITICAL OBJECTIVES	STANDARDS OF PERFORMANCE	MEASURES	KNOWLEDGE AND SKILLS REQUIRED
	a professional manner		<ul style="list-style-type: none"> • Excellent personal presentation
To be FPWA representative to individuals, agencies and organisations	<ul style="list-style-type: none"> • Representation meets organisational policy and ethos • All contact is professional and courteous 	<ul style="list-style-type: none"> • Management Assessment • Stakeholder feedback • Client feedback 	<ul style="list-style-type: none"> • Interpersonal skills • Strong Communication skills • Excellent personal presentation • Knowledge of organisation policies • Knowledge and acceptance of organisation ethos
Comply with organisational policies and procedures	<ul style="list-style-type: none"> • Organisational policies are accessed and understood • Organisational policies are complied with 	<ul style="list-style-type: none"> • Management assessment 	<ul style="list-style-type: none"> • Knowledge of organisational policies
Work as part of a team	<ul style="list-style-type: none"> • Good communication with all team members • Awareness of team members needs and issues • Work with other team members to achieve unit objectives 	<ul style="list-style-type: none"> • Management assessment • Peer Feedback 	<ul style="list-style-type: none"> • Strong communication skills • Interpersonal skills
Other duties as directed by Manager	<ul style="list-style-type: none"> • Completes tasks as assigned and as requested 	<ul style="list-style-type: none"> • Management assessment 	<ul style="list-style-type: none"> • Ability to fulfil a range of duties • Willingness to work as part of a team to ensure unit obligations are fulfilled

SELECTION CRITERIA

ESSENTIAL:

1. Relevant tertiary degree qualification or significant progress toward the completion of degree (Level 4).
2. TAFE qualification i.e. Certificate IV in Community Services- Certificate IV in Alcohol and Other Drugs or significant relevant experience (Level 3).
3. Experience working with illicit drug users.



4. Experience working with people with substance abuse issues.
5. Experience in counselling and/or support of women.
6. Experience working with disadvantaged/marginalised people.
7. Experience working with mental health issues.
8. Experience in managing critical incidents.

Applicant must demonstrate experience in a minimum of one area listed above.

9. Understanding of harm reduction and health promotion strategies.
10. A high standard of verbal and written communication skills.
11. Strong Interpersonal skills
12. Initiative, creativity and commitment
13. Able to work with minimum supervision and direction.
14. Awareness of issues faced by workers in the sex industry
15. Able to take a non judgemental approach to service provision.
16. Awareness of the political, social and economic factors in providing services and education to sex workers and other marginalised groups.
17. Computer literacy including Word and internet search skills.
18. Understanding and Commitment to the philosophy that guides the work of FPWA.
19. Ability to recognise capabilities and limitations including understanding of own values, attitudes and beliefs relating to sexuality issues.
20. C Class Drivers Licence

DESIRABLE:

1. Experience working in the sex industry, or working with sex industry workers.
2. Knowledge of public health issues especially STI/BBV prevention.
3. Knowledge and understanding of issues relating to the WA sex industry.