



Primary Prevention Educator

Position Description & Selection Criteria

Position Details

Reports to: Primary Prevention Coordinator
Remuneration: SCHADS Award Level 6 plus 9.5% superannuation;
salary packaging available

The Organisation

The Sexual Assault Support Service (SASS) is a community-based support and counselling service for those who have been affected by sexual abuse. SASS is funded by the Tasmanian Department of Communities (DoC), the Australian Department of Social Services (DSS) and the Department of Education (DoE).

There are four areas of operations: client services (counselling), training, administration and finance. The following values underpin the way we work: client-focus, sincerity, collaboration, professionalism.

Our organisation is committed to:

- Safeguarding children and young people. As an employee of SASS you are required to adhere to the standards set out in our Safeguarding Children and Young People Policy with respect to keeping children and young people safe from any form of abuse. This includes mandatory reporting where required.
- Maintaining a safe and healthy work environment by working safely and adhering to all policies and procedures.
- Actively participating in or providing opportunity for regular internal and/or external supervision.
- Demonstrating professional workplace behaviours at all times in accordance with SASS's Code of Conduct and adhering to organisational policies, procedures, standards and practices.

Role Responsibilities:

- Developing, promoting, delivering and assessing a range of training programs in various settings and to diverse audiences, on topics such as myths, facts and statistics about sexual assault; rape culture; consent; being an ethical bystander; responding to disclosures of sexual harm; harmful sexual behaviours in children; and tools for working with survivors of sexual assault.
- Developing and maintaining effective training resources, evaluation surveys and documentation in relation to training programs and community events.
- Contributing to the development of policies, procedures and processes that support the delivery of training programs.
- Administrative requirements and providing regular reports on training activities.
- Supporting training participants who may be negatively affected by training content, including young people, and providing appropriate referral where required.
- Attending expos, forums, conferences and other community events as a SASS representative to promote our service and training programs.
- Participating with other SASS workers in providing a professional, flexible and responsive team environment.
- Contributing to the ongoing development of SASS policies and programs within a continuous quality improvement framework.
- Other duties / projects in line with SASS services as directed by the CEO, Primary Prevention Coordinator or delegate.

Level of Responsibility:

- Exercise a high degree of professional judgement.
- Work with significant autonomy, under the broad direction of the Primary Prevention Coordinator.
- Work as a collaborative member of the SASS Team, working collegially with staff to support and encourage high levels of professionalism in the performance of their roles.
- Exercise initiative and sound judgement in setting priorities, planning and managing their work load.
- Adhere to all SASS policies and procedures, including the code of conduct.
- Exercise initiative and sound judgement where procedures are not clearly defined.
- Raise issues or concerns as soon as practicable.

QUALIFICATIONS, TRAINING AND EXPERIENCE

Essential

- Excellent presentation delivery and learner engagement skills
- Excellent written and verbal communication skills
- Ability to create a safe learning space
- A commitment to social justice
- Working knowledge of trauma informed practice
- Understanding of issues associated with sexual assault
- Thorough understanding of the stages of development in children
- A high level of workplace initiative and autonomy
- Flexibility on working days / hours
- Computer literacy
- A National Police Check, current Working with Vulnerable People card and a current driver's licence with ability to travel state-wide

Desirable

- Tertiary qualification in Counselling, Social Work, Psychology or other relevant field
- Certificate IV in Training and Assessment or Diploma of Training Design and Development
- Experience working with diverse groups of people from children and young people through to adults and professionals
- Prior experience working in a training environment
- Demonstrated skills in developing and implementing training programs
- Knowledge of harmful sexual behaviours, protective behaviour skills and managing vicarious trauma
- Experience working with people impacted by trauma
- Experience in delivering trauma informed client services

SELECTION CRITERIA

The following knowledge, skills, and experience are required for the position of Primary Prevention Educator:

1. Knowledge and understanding of human sexuality and issues relating to sexual assault and how they may impact on people's lives, including community attitudes about sexual assault.
2. Demonstrated ability to develop, promote and deliver high quality training programs.
3. Capacity and willingness to learn and work collaboratively and effectively within a multi-disciplinary team and to be flexible and adaptable in order to meet the organisation's needs.
4. Ability to work autonomously and exercise initiative and integrity in their relationships with other service providers and within the SASS team.
5. Knowledge and understanding of frameworks of ethical practice; confidentiality; the requirements of mandatory reporting; and relevant statutes and laws.
6. Extremely well developed written and verbal communication skills including presentation skills, negotiation, conflict management, and report writing skills.
7. Demonstrated ability to effectively use computer software including email and the internet (eg. Outlook, Word, Prezi)
8. Strong time management skills with the capacity to prioritise and manage competing timeframes and deadlines.
9. Working knowledge of statutory workplace requirements, including Workplace Health and Safety legislation.