

Position Description

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| Position Title: | Project Officer (Finding Safety) |
| Location: | Parramatta and Westmead (with some travel to the head office in Elizabeth Bay and other locations around Western Sydney) |
| Reports to: | Project Coordinator (Finding Safety) |
| Award: | SCHADS Level 4.1 |
| Conditions: | Part time position, 0.6 F.T.E. <i><u>For 12 months, with the possibility for renewal depending on funding.</u></i> |

ORGANISATIONAL BACKGROUND

Jesuit Refugee Service (JRS) is an international Catholic organisation with a mission to accompany, serve and advocate for the rights of refugees and forcibly displaced people. JRS works in situations of greatest need, where people are most vulnerable, where there are gaps in services and where partnerships can be formed to better serve people seeking safety.

In Australia, JRS works to uphold the rights of people who are in the process of seeking asylum and aims to support people to empower themselves, to live meaningful and dignified lives while feeling welcomed and connected to a more fair and just community.

As an independent, not-for-profit, non-government organisation JRS Australia undertakes the following activities:

- Supports women seeking asylum to increase their understanding of domestic and family violence and sexual and gender based violence, its drivers and their rights, as well supporting women to access support and referral pathways.
- Supports and accompanies community-based people seeking asylum and refugees through a holistic programme of casework, financial assistance, community activities, food bank, English classes, an employment program, a women's program, workshops and drop-in programs provided through Arrupe Place and JRS's Community Centre in Parramatta.

- Supports and accompanies people seeking asylum and refugees through the Arrupe Project, which includes temporary accommodation provided through the Blaiket Shelter.
- Supports and accompanies people seeking asylum who are held at detention facilities across Australia and those who have been in detention in the past.
- Raises awareness with young people and others in the community through schools, community centres and other stakeholders about forced displacement, social justice, human rights, the situation of people seeking asylum in Australia, the barriers that they face, and ways to get involved.
- Undertakes research and advocacy with and on behalf of people seeking asylum and refugees in Australia in order to advise government and nongovernment organisations (NGOs) on policy and program responses.
- Supports JRS projects and activities overseas, for example, through regional and international advocacy and campaigns.

POSITION OVERVIEW

JRS Australia requires an experienced Project Officer for its Finding Safety program with a passion for and a commitment to ensuring the rights of people seeking asylum, particularly the rights of women who have experienced or who are at-risk of experiencing domestic and family violence and other forms of sexual and gender based violence.

The JRS *Finding Safety* project, aims to support asylum seeking and refugee women to increase their understanding of domestic and family violence, its drivers and their rights. The project will also provide information, advice and referrals to assist refugee women experiencing violence or at risk of violence to access appropriate support.

Finding Safety will also include capacity building for workers in the asylum and migration sector to build understanding of domestic and family violence, and for workers in the domestic and family violence and the women's sector to build understanding of issues facing women from culturally and linguistically diverse backgrounds.

KEY TASKS AND RESPONSIBILITIES

Training and Group Work

- Assists in the development, delivery and coordination of community information sessions, group activities, training and workshops and leadership and advocacy training.
- Assists in the development of internal training for staff and volunteers in accordance with the [NSW Domestic and Family Violence Prevention and Early Intervention Strategy 2017-2021](#)
- Assists in the coordination and delivery of specialist training for professionals in the asylum and the women's sectors

- Assists in the formation and support of peer-to-peer and leadership groups of women
- Assists in organising sector advisory group and refugee women's reference group meetings.

Volunteers and Community Centre Activities

- Assists in the recruitment, training, rostering and supporting of Finding Safety volunteers.
- Assists staff and volunteers with other community centre activities and drop-in support as needed.

Networking and Advocacy

- Establishes productive working relationships and liaises with other service providers and other key stakeholders across relevant sectors.
- Attends regular interagency meetings that are relevant to the project and target group.
- Advocates for the rights and support needs of people seeking asylum, and particularly women seeking asylum through the appropriate channels.
- Undertakes other relevant activities as required by the Project Coordinator.

Reporting

- Keeps confidential client records and data stored in the JRS database.
- Provides quarterly stats and reports based on the WomenNSW reporting guidelines.
- Provides quarterly stats and reports to the JRS Board.

Philosophy, Mission and Values

- Understand and demonstrate the Mission and Values of JRS on a day-to-day basis; respect, hope, dignity, solidarity, hospitality, justice and participation.
- Adhere to the policies and procedures of JRS.
- Adhere to the JRS and the Australian Jesuit Province Code of Conduct.
- Work closely with the relevant people in all of the Jesuit ministries to ensure that Ignatian spirituality is fostered.
- Behave in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity, migration status ability or any other ground.
- Provide and promote an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence – to ensure that acceptable standards of conduct are maintained at all times and take appropriate action if unacceptable conduct is observed.

Occupational Health and Safety

- Comply with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by JRS.

- Work in a manner that considers duty of care for self and others and be safety conscious at all times.
- Report inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents.

Quality Assurance and Continuous Improvement

- Attend relevant meetings, workshops, conferences and training, as required.
- Become familiar with, and follow JRS and the Jesuit Province's quality and standard policies, procedures and management instructions.
- Be open to new ways of doing things that enhance working in an environment that is inclusive and that subscribes to the Ignatian way.
- Strive for continuous improvement in the quality system and work practices by being alert to opportunities for improvement.
- Maintain confidentiality in relation to clients, staff and volunteer issues and all JRS' programs.

SELECTION CRITERIA

Essential Requirements:

- Tertiary qualifications in social work, psychology, welfare or another relevant discipline, or equivalent experience in community development work and other relevant areas.
- Experience facilitating groups and organising information sessions.
- Experience in developing, coordinating and delivering training.
- Demonstrated understanding of the issues faced by people seeking asylum and refugees living in Australia, particularly women seeking asylum.
- Demonstrated understanding of issues related to domestic and family violence and other types of sexual and gender based violence
- Capacity to manage competing deadlines, prioritise workload appropriately and work in flexible manner.
- Excellent oral, written, interpersonal and cross-cultural communication skills.
- Ability to work effectively as part of a team.
- Competent in using MS Office and online database/reporting systems.
- Commitment to gender equality and women's rights.
- Commitment to working within current EEO, WH&S, and child protection legislation.

Desirable:

- Direct experience working with people seeking asylum or refugees.
- Direct experience of working with women affected by sexual and gender based violence
- Proficiency in a relevant community language.
- People with lived refugee experience are highly encouraged to apply.

Please note: *To be female is a genuine requirement for this position under (Section 31 of the Anti-Discrimination Act 1977)*

Application Process:

If you would like further information about the **Project Worker (Finding Safety)** position, please contact: Maeve Brown, Manager, The Arrupe Project, 9098 9336.

To apply, please address the selection criteria and send your response, along with your resume and a cover letter to: jobs@jrs.org.au by **5pm on Thursday, 27th September, 2018**

Thank you for your interest in working with Jesuit Refugee Service Australia.