

**Regional Coordinator/Peer Health Educator
2 positions available (1 x f/t, Brisbane; 1 x p/t Townsville)**

TO APPLY:

1. Read the attached information outlining the position description, skills required (selection criteria) and terms and conditions of employment.
2. Complete your application by including:

One page at most addressing each of the key selection criteria. Under each of these criteria write any relevant knowledge, skills, abilities, training and experience that demonstrates that you meet the criteria. You can give specific examples where you have used your skills and abilities that relate to specific criteria. If you fail to address any criteria it will be assumed that you do not meet it. NB. Please note which position you are applying for by heading up either Brisbane or Townsville.

A copy of your curriculum vitae (CV) that provides your personal details, qualifications and work history, including sex work. United Sex Workers endorses an affirmative action policy that promotes sex work experience as an essential selection criterion. Information provided by applicants will be kept in the strictest confidence and viewed only by the interview panel.

At least two referees including name, email, and/or telephone contact details, who can be contacted for a confidential verbal reference, including one who can confirm sex work experience.

3. Send or email your application to:

Email: j.kneipp@bigpond.com.au or

Post: marked 'Confidential', to PO Box 2410, Townsville Qld 4810

Applications close 5pm 23rd October 2009.

Note: if you are interested in the position but unsure whether you meet the selection criteria, please call either Candi Forrest on 0421 569 232 or Jenny King on 0439 684 411 to discuss.

POSITION DESCRIPTION AND SELECTION CRITERIA

Role:	Regional Coordinator/Peer Health Educator
Classification Level:	QCSCA Community Services Worker Level 5.1 – 6.1
Location/s:	Brisbane and Townsville
Status of Position:	Full-time 38hrs (Brisbane), Part-time 30hrs (Townsville)
Date of Review:	To be advised

About United Sex Workers

We are a new organisation that will provide services to and advocacy for sex workers in Queensland. We are affiliated to Scarlet Alliance, the national peak body representing sex worker organisations in Australia.

We aim to provide a broad range of professional peer education, information and support programs to Queensland sex workers regardless of gender, age, location, industry sector, cultural background or linguistic abilities, as well as to provide a formal medium to communicate sex worker issues and concerns so as to improve the rights and respond to the workplace health and safety needs of our peers.

More specifically, we will provide:

- information
- education and training
- peer support, advocacy and referral
- access and outreach
- services network development
- sex worker community development
- general community education
- policy advice to government.

Our objectives are:

1. To provide a range of education, information and resources that will support sex workers and increase their awareness of occupational health, safety, emotional wellbeing, legal and taxation rights and responsibilities, in a non-judgmental and non-invasive environment.
2. To provide appropriate health promotion programs to sex workers.

3. To operate within a context of accountability, equity and transparency.
4. To recognise that by providing education, information and support to sex workers, sex workers will be effectively resourced as safer sex educators to pass on those educational benefits to the larger general population.
5. To operate within an affirmative action approach, that is, with all direct services by peers (sex workers past or present) within all levels of the organisation, including management, staff and volunteers, and to foster a culture of inclusiveness and mutual respect within the diverse community of sex workers.
6. To lobby government to provide sex workers with legal avenues to work within any area of the Queensland sex work trade/industry as they choose (e.g. escort, in-house, agency, private/sole operator, co-operatives and/or street) without fear of arrest or prosecution for criminal offences related to sex work business activities.
7. To provide a legitimate voice for Queensland sex workers advocating for legal and other social policies to support sex workers' human, civil and workplace rights and access to remedies without discrimination, including programs and initiatives that aim to reduce discrimination and stigma against sex workers, past and present.
8. To support and liaise with national, state and regional sex worker rights groups in the development of networks, programs and objectives.
9. To build and foster constructive relationships with all stakeholders for the benefit of sex workers.

Purpose of the position

The position of Regional Coordinator/Peer Health Educator involves working relatively autonomously under the general direction of the Management Committee to establish, control and monitor projects and/or programs, priorities and work flows in areas of responsibility and supervise other employees and/or volunteers where applicable, within the philosophy and policy framework of the organisation.

There will be some peer health education responsibilities developing, implementing, evaluating and managing HIV/AIDS, hepatitis and sexual health education and support programs as well as measures aimed at improving general occupational health and safety conditions.

The Townsville position will involve travel to regional centres where you will be required to stay for up to a week (pro-rata) at a time.

People living with HIV are especially welcome to apply.

Essential Skills

- Sex work experience
- Proven leadership, managerial and human resource management skills
- Knowledge and understanding of (or the ability to rapidly acquire understanding of) the current Queensland prostitution legislation, the Queensland sex industry, and the health and related issues affecting sex workers in Queensland
- Experience with and understanding of health, welfare and other relevant community organisations and sectors
- Knowledge of the principles of cross cultural communication, sensitivity to social equity issues and social justice issues and practices and the ability to work with the diversity of sex workers (CALD sex workers, male sex workers, transgender sex workers, street-based sex workers, transient/travelling sex workers, isolated sex workers with restricted access to services) who make up the Queensland sex worker community
- Ability to provide education, support and referral to sex workers and other education programs with government and non-government agencies,
- Ability to work in a team environment under the general direction of the Management Committee
- Superior computer skills including the ability to use word processing programs and the ability to rapidly acquire skills in Publishing, Excel, Database and budgeting software programs
- Superior interpersonal communication skills (including presenting as non-judgemental, non-discriminatory and non-dictatorial), ability to maintain confidentiality, be responsive to emerging needs and proven negotiation and advocacy skills
- Well developed oral, written and reporting skills
- Ability to work autonomously plan and organise work effectively, using effective time management skills and work autonomously
- Proven experience in actively facilitating meetings and training sessions and advocacy
- A current Queensland driver's licence.

Desirable skills:

- Fluency or some ability in Chinese and/or Thai language

Organisational relationships/accountabilities

This position is directly accountable to the state-wide Management Committee.

Key Selection Criteria

1. Demonstrated understanding of issues faced by sex workers and evidence of previous work experience in sex work.
2. Ability to communicate including interpersonal, written and report writing skills within a range of environments, including direct service provision to service users, community education and advocacy skills.
3. Demonstrated understanding of how to work within a social justice framework and the value of an affirmative action program delivery and organisational structure.
4. Ability to work as an active member of a multidisciplinary team, supervise staff and volunteers and to be able work autonomously (and possess good time management skills) and be directly accountable to a Management Committee.
5. Computer skills in word processing and email also either the skills in or the ability to rapidly acquire the skills in other computer programs (such as, Microsoft Excel, Publisher and Powerpoint; bookkeeping programs etc.)
6. An open Queensland Drivers License

Primary Duties and Responsibilities

1. To coordinate the establishment and ongoing maintenance of programs and procedures and work collaboratively with the Management Committee on preparation and implementation of program delivery, including resource development.
2. Provide supervision, training and support by phone, video conferencing and in person when possible to the relevant Peer Health Educators to ensure consistent and quality services are provided to sex workers.
3. Ensure that data is collected and maintained in a way that promotes the provision of an effective and consistent service and that complies with the accountability requirements of the funding body/bodies, our auditors and the ATO.
4. Provide advocacy services with/on behalf of sex workers to ensure that their interests are represented. Participate in law and other social policy reform activities and activities aimed at improving the workplace health and safety needs of sex workers in Queensland.

5. Ensure service compliance with reporting requirements of various funding bodies, which will include completion of monthly, quarterly and annual activity returns in the service region and liaison with the Treasurer and the bookkeeper about the preparation and forwarding of quarterly and annual financial returns.
6. Draft annual regional budgets in consultation with the other Regional Coordinator, Treasurer, bookkeeper and other relevant members of the Management Committee and submit to the Management Committee for approval no later than the end of July for that financial year.
7. Provide reports to the Management Committee regarding the service region and attend meetings each month
8. Undertake Peer Health Educator duties in conjunction with the other Peer Health Educator/s in your region and state wide when necessary or as part of the normal functions of the position where the Regional Coordinator and Peer Health Educator positions are combined (See Appendix A for a list of the key duties of the Peer Health Educator).
9. Actively participate in annual reviews and other reviews as deemed necessary such as the policies, procedures, practices of the organisation and staff appraisals, strategic and operational planning processes.

Terms and conditions of employment

This is a permanent (or permanent part-time position in Townsville) offered subject to the successful completion of a three month probationary period, ongoing funding or organisational change. Staff are employed under the Qld SACs Award 2008. These positions will be paid at Community Services Worker Level 5/6 (\$48 179 - \$50 377 full-time, and on a pro-rata basis for the Townsville position) dependent on previous experience and qualifications. Agreements for future reviews of the level after completion of on-the-job training or other qualifications will be determined in conjunction with the staff appraisal process.

Given the nature of the work we do, the successful applicant will be required to sign a legally binding confidentiality agreement that will remain in force for the period of employment as well as after leaving our employ.

Appendix A

Primary Duties and Responsibilities of the Peer Health Educator relevant to the combined Regional Coordinator/Peer Health Educator position

1. Establish and maintain regular and ongoing contact with sex workers to provide education, information, support and referral on health-related issues including accessing private, brothel, escort and street workers, and other sex workers on a regular basis, with a focus on 'at risk' sex workers.
2. Deliver HIV/AIDS, sexual health and other health promotion programs targeting sex workers, including information that will assist sex workers promote the sexual health needs of their clients.
3. Conduct workshops on workplace health and safety strategies and development for sex workers and training in areas such as how to safely run a sex work business, and to work without fear of arrest or prosecution.
4. Supervise and coordinate volunteer and student placements aimed at building capacity, promoting membership and community involvement in US
5. Liaise with owners/managers of workplaces for sex workers with a view to promoting awareness of HIV and STI transmission risks and other issues relevant to these workers.
6. Contribute to the development production and distribution of resources (e.g. pamphlets, newsletters articles etc.) to promote HIV and sexual health awareness among sex workers.
7. Foster peer education strategies to promote HIV and sexual health awareness and support among sex workers and participate in community development activities using workplace health and safety issues as a vehicle for supporting and fostering networks and building sex worker community capacity.
8. Promote other US services to sex workers including selling safe sex products to sex workers.
9. Participate in stock maintenance, which may include stock takes, ordering and banking. This may also include managing stock sold in conjunction with an organisation or other United Sex Workers representative outside of your general location.
10. Work in conjunction with other government and non-government organisations on specific projects and service provision in consultation with the Regional Coordinator in accordance with our strategic and operational plans.

11. Attend HIV/Aids, STI and related health training workshops and professional training development in order to maintain a current knowledge of health issues relevant to sex workers (individual professional development needs and desires will be negotiated annually as part of the staff performance appraisal process).