

**RESPECT INCORPORATED**  
**Resource Designer (38 hrs/week, f/t contract position 1/1/10–30/06/10)**

**TO APPLY:**

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

**A written response to each of the 6 key selection criteria please write a response of no more than one page (i.e. total of no more than 6 pages).** 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.

**A copy of your curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work and (either formal or informal) peer health educator skills and experience. Respect Incorporated 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 and (either formal or informal) peer health educator skills and experience.

3. Send or email your application to:

Email: [j.kneipp@bigpond.com](mailto:j.kneipp@bigpond.com) cc to [admin@crimsoncoalition-queensland.org](mailto:admin@crimsoncoalition-queensland.org)

or

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

**Applications close:** close of business on 4<sup>th</sup> December 2009

*Note: if you are interested in the position but unsure whether you meet the selection criteria, please call Jenny King on 0439684411 or Candi Forrest on 0421569232 to discuss.*

## POSITION DESCRIPTION AND SELECTION CRITERIA

<b>Role:</b>	Resource Designer
<b>Classification Level:</b>	Community Services Worker Level 5.3
<b>Location/s:</b>	Brisbane or Townsville
<b>Status of Position:</b>	Full-time contract (38 hrs), from 01/01/10–30/06/10

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### About Respect Incorporated

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 Resource Designer involves working relatively autonomously under the general direction of two Regional Coordinators (based in Townsville and Brisbane) and state-wide Management Committee to consult with sex workers to produce a range of effective and appropriate resources that will aid staff in delivering our education and information services. These resources are to be provided in plain English, and at least in Thai and Chinese scripts, as well as in digital formats. The resources will include but not be limited to: workshop packs, STI identification booklets or filofax, and an English for sex work program that will be designed to be refined and implemented by the Bi-lingual Peer Health Educators.

People living with HIV are especially welcome to apply.

### **Essential skills**

- Sex work experience and (either formal or informal) peer health educator skills and experience

- Ability to work autonomously plan and organise work effectively, using effective time management skills under minimal supervision and in a team environment under the general direction of the Regional Coordinators and Management Committee
- Knowledge and understanding of (or the ability to rapidly acquire understanding of) the current Queensland prostitution legislation and the Queensland sex industry
- A current knowledge of health and related issues affecting sex workers, including individual professional development needs
- 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 and isolated sex workers with restricted access to services) who make up the Queensland sex worker community
- Superior computer skills to produce a range of documents in Microsoft Word and PowerPoint
- Superior interpersonal communication (oral, written and reporting) 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
- A current Queensland driver's licence or ability to obtain one.

#### **Desirable skills**

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

#### **Organisational relationships/accountabilities**

This position is directly responsible to the Regional Coordinator and is indirectly accountable to the state-wide Management Committee.

#### **Key Selection Criteria**

- Demonstrated knowledge of current health and related issues faced by sex workers through evidence of previous sex work experience and (either formal or informal) peer health education.

- Strong communication (including interpersonal, writing, consultation, training and facilitation) skills.
- Demonstrated ability to develop peer training, education and information materials for a diverse range of Queensland sex workers (CALD sex workers, male sex workers, transgender sex workers, street-based sex workers, transient/travelling sex workers and isolated sex workers with restricted access to services), using adult education principles for individual and group learning, including assessment tools
- Demonstrated understanding of how to work within a social justice framework and the value of an affirmative action program delivery and organisational structure.
- Superior computer skills in Microsoft Word and PowerPoint.
- An open Queensland drivers license or ability to acquire one.

### **Primary Duties and Responsibilities**

1. Develop, in consultation with sex workers, basic information and promotional materials for print and website
2. Co-ordinate testing of drafts with targeted sex workers by way of focus groups
3. Co-ordinate translation and testing of information materials with CALD sex workers
4. Consult with health and legal experts as needed
5. Co-ordinate art and design
6. Co-ordinate printing
7. Establish our website, including education and information materials in line with the objectives
8. Design and start referral lists
9. Establish a format for the magazine.

### **Terms and conditions of employment**

This is a full time contract position with pro-rata remuneration paid under the Queensland Community Services and Crisis Assistance Award - State 2008, at Community Services Worker Level 5.3 (\$54295 pa + 23% fixed term contract, 6 months pro-rata).

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.