



Position:	DFSV Project Co-ordinator
Classification:	SCHADS Award Level 5
	Temporary Fixed Term (Contract Position till 30 <sup>th</sup> June 2024)
Hours:	12 hours per week
Responsible to:	Manager Community Sector and Capacity Building

---

### **Job Description**

This is a fixed term part-time contract position of 12 hours per week till the 30<sup>th</sup> June 2024

### **Reporting and Organisational Context**

The DFSV Project Coordinator is responsible to the CEO and Board of Directors of Canterbury City Community Centre through the Manager - Community Sector and Capacity Building.

### **Position Objective.**

To co-ordinate and oversee all aspects of the DFSV project including the development of a culturally sensitive Healthy Relationship Program to build the capacity of women from the Rohingya and Urdu speaking communities around domestic violence.

### **Key Responsibilities**

- Lead and support the development and delivery of a safe, culturally responsive and dignity-driven DFSV group program working with women and children, including those who are DFSV victim survivors
- Build relationships and establish referral pathways with local DFSV services
- Review current research and best practice DFSV models to design two programs that are culturally sensitive to the needs of the two priority communities.
- Work closely with community partners and other relevant stakeholders to develop and deliver culturally sensitive DFSV programs that ensure women will;
  - have a greater awareness and understanding of what domestic violence is and how it affects them and their children.
  - have strategies to build resilience, connections and self-care
  - have greater knowledge of appropriate information, resources and support services
  - support women to make informed safety choices

- Co-ordinate the delivery and evaluation of 6 Healthy Relationship Programs across South Western Sydney.
- Develop a DFSV response pathway including policies, procedures and tools to respond to disclosures of domestic family and sexual violence.
- Ensure program deliverables are managed according to key outcome measures contained in the DFSV Funding Agreement.

#### **Supervision and Support**

- Manage and support the DFSV group leader/facilitator and bilingual workers, including providing supervision
- Ensure regular communication with the Manager for Community Programs and advisory committee including actively seeking feedback and suggestions for program improvement

#### **Effective Workplace Relationships**

- Maintain effective working relationships with the manager, staff, program participants advisory members and other stakeholders.
- Participate in and resource the project advisory committee and other 4CS centre staff meetings and training days.

#### **Risk Management**

- Assess and oversee risk management in relation to the development and delivery of the project's course content to ensure continuous improvement
- Ensure a safe working environment for staff and participants.

#### **Financial Management**

- Work with the Manager to ensure prompt payment of relevant invoices, etc
- Adhere to the Centre's Financial Policy

#### **Other**

- Adhere to the Centre's Code of Behavior and Policies and Procedures as contained within the Centre's P & P Manual
- Carry out duties in relation to the DFSV Project as required

#### **Knowledge, Skills and Experience**

##### **Essential Criteria:**

- Tertiary qualifications relevant to community/social work/health and/or relevant experience.
- Demonstrated experience in project coordination and ability to multi-task.
- Previous experience working in the DFSV field.
- Ability to collaborate and build relationships with a variety of stakeholders.
- Demonstrated cultural awareness and experience in working with women and children from migrant and refugee backgrounds.
- Excellent communication skills (written and verbal)

**Desirable Criteria**

- Demonstrated knowledge of National Plan to End Violence Against Women & Children 2022-2032
- Skills in research, group work and program development.
- Driver's License and access to a motor vehicle
- Relevant community language

Employee's Signature: .....

Date: .....

Manager's Signature: .....

Date: .....

