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**Southern Regional Coordinator/Peer Educator (full time, 38hrs pw)**

**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:

**For each of the Key Selection Criteria, listed in section 5, write one page, at most,** addressing your 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 resume/curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. Respect Inc 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: [Jackie@respectqld.org.au](mailto:Jackie@respectqld.org.au)

OR Post marked 'Confidential', The Secretary, PO Box 2410, Townsville Qld 4812

Applications close 5pm Friday 15<sup>th</sup> February 2013

*Note: if you are interested in the position but unsure whether you meet the selection criteria, please call Jackie on 0421244507 to discuss.*



**Southern Regional Coordinator/Peer Educator**  
Brisbane based, full time 38 hours per week

Application Package, January 2013

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**POSITION DESCRIPTION AND SELECTION CRITERIA**

|                              |  |
|------------------------------|--|
| <b>Role:</b>                 | Southern Regional Coordinator/Peer Educator  |
| <b>Classification Level:</b> | (SCHCDS) Social, Community, Home Care and Disability Services Award Level 5.1(\$1251.60 pw) – 5.3 (\$1315.73 pw) |
| <b>Location/s:</b>           | Brisbane   |
| <b>Status of Position:</b>   | Full-time (38hours per week)   |

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**(1) About Respect Inc**

Respect Inc provides peer-based 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 provide peer education, information and support programs to Queensland sex workers regardless of gender, age, location, industry sector, legal status, 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 provide

- information, education, peer support, advocacy and referrals
- outreach to regional and isolated sex workers
- sales of inexpensive safer sex products (condoms, lubes etc)
- allied health services network development
- sex worker community development
- general community education
- policy advice to government.

Our Peer Educators must be eligible to be full members of Respect Inc and uphold our objectives.



**(2) 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.

**(3) Purpose of the position**

The position of Southern Regional Coordinator/Peer Educator involves working autonomously under the general direction of the Management Committee and in conjunction with the Northern Regional Coordinator (based in Townsville) 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 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 position will involve supervising Peer Educators in another office in the region. The position will involve travel to regional centres where you may be required to stay for up to a week at a time doing outreach or Respect Inc team activities.

We acknowledge that many of our team members feel that it is difficult to get everything done in their limited hours. In this way it is a very demanding role with challenges that will test your endurance and boundaries. Excellent time management skills are necessary to be able to achieve the objectives of this role.

#### **(4) 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, Thai or Korean language

**(5) 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 programs such as Microsoft office (Word, Excel, Powerpoint), Internet browsers and email, general office equipment and administration systems.
6. An open Queensland Drivers Licence or ability to rapidly acquire one.

**(6) 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 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 Educator duties in conjunction with the other Peer 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 Educator positions are combined (See Appendix A for a list of the key duties of the Peer 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.

#### **(7) Terms and conditions of employment**

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

This is a permanent position. Staff are employed under the (SCHCDS) Social, Community, Home Care and Disability Services Award commencing at Level 5.1. 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.