

## Project Coordinator Position Description

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| <b>Position Title:</b>      | <b>Project Coordinator – PAST Program</b>   |
| <b>Position reports to:</b> | State Clinical Lead – PAST Program  |
| <b>Hours per fortnight:</b> | 0.6FTE (3 days per week) Fixed Term 2-year contract                               |
| <b>Award:</b>               | Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010 |
| <b>Salary:</b>              | SCHADS Level 6  |
| <b>Location:</b>            | Hobart, Tasmania  |

### About SASS

The Sexual Assault Support Service (SASS) is a not-for-profit organisation committed to creating a healthy, safe Tasmania free from sexual violence.

SASS services include specialised therapeutic support for survivors of sexual violence and their supporters, as well as primary prevention education and training for organisations, institutions, and communities. Together, we are building a future where respect and safety are at the centre of every Tasmanian community.

SASS is a values-based organisation, and these values listed below underpin the way we work:

- client-focus
- sincerity
- collaboration
- professionalism

As an employee of SASS, we will expect you and all staff to be committed to:

- Safeguarding children and young people. You will be required to adhere to the standards set out in our Safeguarding Children and Young People Policy with respect to keeping children and young people safe from any form of abuse.
- Maintaining a safe and healthy work environment by working safely and adhering to all relevant policies and procedures.
- Actively engaging with regular internal and/or external supervision and professional development.
- Always demonstrating professional workplace behaviours in accordance with SASS's Code of Conduct and consistently adhering to organisational policies, procedures, standards and practices.

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### About the role

Recently SASS was successful in securing a federal grant for a specific project within the Prevention, Assessment, Support and Treatment (PAST) Program.

The PAST program specifically supports children and young people under the age of 18 years, who have engaged in inappropriate, problematic and/or harmful sexual behaviour (HSB). The PAST program involves a broad scope of work with young people who may present with complex trauma, neurodiversity, disabilities and other complex behaviours or presentations. The PAST Program is run in collaboration with Mission Australia statewide.

The Project Coordinator is responsible for the coordinated delivery of the project workplan, exercising independent professional judgement to manage priorities, risks and deliverables within established clinical governance and funding parameters.

In partnership with Latrobe University, this project will build upon and improve the PAST Program through the development, implementation and evaluation of an additional evidence-based, trauma-informed clinical pathway with a focus on brief interventions for clients. This role will support the development of therapeutic resources and delivery of outcomes by:

- **Managing the Project Work Plan:** Responsible for planning, coordinating and monitoring project deliverables, timelines and milestones, exercising judgement to manage competing priorities and emerging implementation issues. Tracking and documenting measures of success and milestones achieved.
- **Budget:** Within the approved workplan and in conjunction with the State Clinical Lead, monitor and track project expenditure and related activity, identifying variances, risks or issues requiring escalation.
- **Clinical Resource Support:** Lead and contribute to the development, review and refinement of clinical resources that support the delivery of therapeutic and primary prevention components of the PAST program, applying specialist knowledge of trauma-informed practice.
- **Policy and Procedure Support:** Contribute to the development, improvement and maintenance of processes, databases, practice guidelines and frameworks within the PAST Program, exercising initiative where procedures are not fully defined and escalating complex matters as required.
- **Research and Development:** Research, develop and compile evidence-based HSB resources and materials, contributing professional analysis and judgement to ensure alignment with program objectives and evaluation requirements.
- **Reporting and Data Management:** Coordinate project data collection, maintain databases and documentation, analyse trends and outcomes, and contribute to reporting that informs program improvement and accountability to funding bodies.
- Perform other reasonable duties consistent with the scope and classification of the role, as directed by the State Clinical Lead, delegated authority or the CEO.

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### Level of responsibility

The Project Coordinator will:

- Work under the broad direction of the PAST Program State Clinical Lead, exercising professional judgement in day-to-day project delivery.
- Work as a collaborative member of the broader SASS Team, participating in creating a professional, flexible, and responsive team environment with other SASS workers.
- Exercise initiative and sound judgement in setting priorities, planning and managing their workload
- Adhere to all SASS policies and procedures, including the Code of Conduct
- Exercise initiative and sound judgement where procedures are not clearly defined
- Raise issues or concerns with the State Clinical Lead, SASS Clinical Operations Manager as soon as practicable
- Actively engage with own, professional development activities and clinical debrief/supervision

The Project Coordinator is accountable for the quality, timeliness and integrity of project deliverables within the approved scope of the PAST Program. Strategic, clinical and funding accountability remains with the State Clinical Lead and Executive.

## QUALIFICATIONS, TRAINING AND EXPERIENCE

### Essential

- Degree in counselling, social work, psychology or similar.
- Demonstrated experience in a clinical environment.
- Experience and/or training in project management or program coordination.
- Computer literacy and ability to use Microsoft office programs
- Ability to collate data and provide competent analysis of trends, gaps and service opportunities.
- Understanding of issues associated with sexual assault and a commitment to social justice and systems that support child safety.
- Dedication to applying child-safe practices and fostering a respectful, inclusive environment for children, young people, and their families.
- Demonstrated experience in stakeholder relationships and promotion of programs.
- A National Police Check and Working with Vulnerable People Registration.

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### **Desirable**

- Relevant post-graduate qualification.
- Understanding of harmful sexual behaviours in children and young people and protective behaviour skills.
- Experience in working with children and adolescents; Aboriginal and Torres Strait Islander people; people with disabilities; members of CALD communities; and/or male clients.
- Demonstrated experience using visual communication tools (e.g. Canva or similar platforms) to develop presentations, reports and stakeholder materials.
- Current driver's licence

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### SELECTION CRITERIA

The following knowledge, skills, and experience are required for the position of Project Coordinator (Clinical):

1. Demonstrated experience delivering project or program outcomes, including planning, coordinating and monitoring activities, exercising judgement to manage competing priorities and meet agreed timeframes and quality standards.
2. Sound time management skills as well as demonstrated ability to work autonomously, exercise initiative and manage competing priorities.
3. A demonstrated understanding of child development, trauma-informed principles, confidentiality, mandatory reporting requirements, and knowledge of issues relating to sexual assault, trauma, and harmful sexual behaviours.
4. Demonstrated experience or training in psychoeducation, therapeutic modalities and counselling, with knowledge of how these are applied in a clinical setting with children and young people.
5. Advanced written and verbal communication skills, including report writing, presentations, resource development.
6. Demonstrated knowledge and experience in administrative procedures, including data input, collation, analysis, and document formatting.
7. Capacity and willingness to work effectively within a multi-disciplinary team, being flexible and adaptable to meet the organisation's needs.