



Position Description

Disability Inclusion Project Worker

(Fixed term 2-year contract)

Accountable to	The Management Committee via the Manager
Delegation	This role reports directly to: <ul style="list-style-type: none"> The Health Promotion Worker (Lower Mountains) To the Manager
Status	Permanent part-time (2 year granted funded)
Hours of work	15 hrs per week
Award/Grade	SCHADS Level 6
Position funding	Department of Communities & Justice
Location	BMWHRC Faulconbridge and Katoomba sites. Outreach work undertaken, as required.
Probationary period	All positions at BMWHRC are subject to a three-month probationary period. During this period either party may terminate this contract by providing one week's notice to the other party.
<p>Being female is considered a genuine occupational requirement of this position. Exemption is claimed in accordance with the NSW Anti-Discrimination Act (1977) under Section 31 (2) (h) of the Act.</p>	

POSITION SUMMARY

- The Disability Inclusion Project Worker will lead the development, implementation and evaluation of a capacity-building project to strengthen BMWHRC's response to women with disability who have experienced sexual violence.
- The role will work within a feminist, trauma-informed and disability rights framework, ensuring that disability inclusion is embedded across all areas of service delivery.
- The worker will lead co-design processes with women with disability to inform service improvements, accessibility, and resource development.
- They will support staff to build confidence and capability in delivering disability-inclusive, trauma-informed recovery and healing responses.
- They will work collaboratively across the organisation to improve accessibility, service pathways and inclusive practice.

POSITION SPECIFIC FUNCTION & RESPONSIBILITIES

Duties to include, but not limited to:

1. Work in accordance with:
 - Disability rights frameworks, including principles of access, inclusion, choice and control
 - Trauma-informed practice
 - Feminist and gender transformative frameworks
 - Relevant NSW policy frameworks relating to sexual violence and women's health
2. Promote a disability rights approach across the organisation, ensuring:
 - Women with disability are recognised as experts in their own lives
 - Practice supports autonomy, dignity and supported decision-making
 - Structural and systemic barriers are identified and addressed
3. Develop and implement a project work plan in consultation with the Centre Manager and relevant staff.
4. Coordinate all aspects of project delivery, including timelines, activities and reporting.

5. Develop and implement evaluation strategies to measure project outcomes and impact.
6. Facilitate co-design processes with women with disability in a safe, inclusive and trauma-informed manner ensuring accessible and flexible participation options (e.g. format, environment, communication supports).
7. Develop and deliver training and/or coordinate training and resources to support staff to work effectively with women with disability, apply disability-inclusive and trauma-informed practice, support the integration of learning into ongoing staff development, supervision and induction
8. Conduct accessibility audits across BMWHRC services, systems and environments and identify and implement improvements to communication accessibility, sensory and physical environments, appointment systems and service navigation, and referral pathways.
9. Work with staff to embed accessibility and inclusion as core business
10. Develop co-designed, accessible resources, including easy-read materials, visual guides, and communication tools
11. Develop and maintain partnerships with disability services, advocacy organisations and sexual violence services, including participating in relevant interagencies and networks and contributing to knowledge sharing across the Women's Health sector.
12. Prepare reports as required for funding, evaluation and organisational purposes
13. Maintain accurate records of project activities and outcomes

BMWHR CORE DUTIES FOR ALL STAFF

Refer to Appendix 1 for list.

SELECTION CRITERIA

Essential Criteria

Demonstrated skills in the following:

1. Relevant tertiary qualifications and experience in disability or community services.
2. Ability to work within a feminist model and apply gender transformative health promotion principles and practice.
3. Demonstrated understanding of and commitment to a disability rights framework, including:
 - a. Access and inclusion
 - b. Supported decision-making
 - c. Social model of disability
4. Knowledge of the social determinants of women's health and health equity strategies.
5. Understanding of trauma-informed practice, particularly in relation to sexual violence.
6. Experience in community development, co-design or lived experience engagement.
7. Demonstrated ability to develop and deliver training or capacity-building activities.
8. Well-developed organisational and project management skills.
9. Strong communication skills, including ability to communicate in accessible ways.
10. Ability to work independently and as part of a team.
11. Well-developed advocacy skills.
12. Ability to successfully complete a Working with Children Check.
13. Ability to successfully complete a National Police Check.

Desirable Criteria

1. Lived experience of disability
2. Experience working in the women's health and/or gender-based violence sector
3. Experience developing accessible resources
4. Experience in evaluation and quality improvement processes
5. A driver's licence and comprehensively insured vehicle

Core Responsibilities All BMWHRC Staff

It is the responsibility of all Blue Mountains Women's Health & Resource Centre workers to adhere to the following core responsibilities:

1. Policy & Procedures | be familiar with
 - a. BMWHRC Policy and Procedures
 - b. the requirements of the job description
 - c. the protocols, procedures and duties as relevant to the job description
 - d. BMWHRC clients' rights and confidentiality policy and complaints procedures
 - e. BMWHRC access and equity principles and demonstrate awareness and sensitivity towards the needs of women of different cultures, sexuality and backgrounds
 - f. adheres to the Centre's Code of Ethics
 - g. Funding and accountability requirements
 - h. Attempt at all times to deal with complaints, conflicts and grievances as they arise and in accordance with the complaints, conflicts and grievances policies and procedures
 - i. To be aware of and work in accordance with Centre WHS policies and procedures and advise Centre Management of any OHS risks you become aware of.

2. Risk Management, Worker, Health & Safety & Quality Improvement
 - a. Work in accordance with the Service's Strategic Plan in relation to whole of centre, and as priorities relate to your role.
 - b. Comply with BMWHRC WHS policies and procedures and report risks, hazards, or near misses as identified.
 - c. Attempt at all times to deal with complaints, conflicts and grievances as they arise and in accordance with the complaints, conflicts and grievances policies and procedures.

3. Staff operations and development
 - a. Participate in quality improvement activities to reflect on practice and identify ways of improving service performance
 - b. Maintain currency of professional development
 - c. To work the hours which have been negotiated with the Manager, and keep an accurate record of hours worked in the Deputy payroll system
 - d. To complete and participate in annual staff appraisals, complete other administrative documentation as required, eg: leave request forms, etc.
 - e. To adhere to own professional standards and codes of ethics and maintain professional development.
 - f. Work in consultation and partnership with other staff at the Centre and utilise a multi-disciplinary approach to working with women who use the Centre's services as appropriate.
 - g. To liaise and work in partnership with other agencies and groups, on negotiation with the Centre Manager.
 - h. To attend allocated liaison debriefing and/or supervision sessions.
 - i. Participate in the Centre training and planning days where possible.
 - j. To report any client feedback, suggestions, changes, ideas and complaints to the Manager Coordinator.
 - k. Keep up to date with current trends and issues in women's health and available resources.
 - l. Evaluate own activities and participate in Centre's quality improvement activities as required
 - m. Provide written reports as required and contribute to the development of Centre reports when requested.
 - n. If you are expectedly unable to work your roster shift you will:
 - (i) SMS your Coordinator or Manager (depending on your role and team)
 - (ii) Ring the BMWHRC landline 02 4782 5133 and leave a voice message or notify reception staff

4. Blue Mountains Women's Health and Resource Centre is a smoke-free workplace.