

Position Description

Position Title:	Sexual Violence Prevention and Education Officer
Reports to:	Manager – Trauma Informed Services (GVCASA)
Department:	Trauma Informed Services (GVCASA)
Directorate:	Health Independence Programs & First Nations Peoples' Health
Cost centre:	M4008
Code & classification:	Social Worker – Grade 1, Years 1-4 (SC12-SC15)
Employment conditions:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026 and its successors, and GV Health Policies and Procedures (and as varied from time to time) and GV Health Policies and Procedures (and as varied from time to time)

GV Health is an equal opportunity employer and continually strives to build a diverse, equitable and inclusive workforce that reflects our community. We encourage applications from people of all backgrounds.

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GV Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

POSITION SUMMARY

Located within the newly launched Shepparton Multidisciplinary Centre (MDC), Trauma Informed Services holds responsibility for the development of systems and services across GV Health that strengthen co-ordination of preventative, early intervention, therapeutic and advocacy responses to victims of interpersonal violence, including family violence, child abuse, elder abuse; and sexual assault services provided through Goulburn Valley Centre Against Sexual Assault (GVCASA).

GVCASA's mission is to assist people who have experienced sexual assault to recover from the trauma of the sexual assault and its consequences, and to work towards the reduced incidence of sexual violence.

Working from a trauma informed practice framework and with an intersectional lens, the Sexual Violence Prevention and Education Officer's (SVPEO) primary role is to work collaboratively with the broader team and contribute to an integrated approach to service delivery. The role will participate in the development, implementation and evaluation of primary, secondary and tertiary prevention and education initiatives, short term early and brief intervention groups and resource development.

This role will work closely with the Trauma Informed Services Education Coordinator to implement the GVCASA Education Plan and Strategy and other related projects.

The SVPEO role is a one-year fixed term position funded under the Australian Government Family, Domestic and Sexual Violence National Partnership Agreement 2023-25 (NPA) and is open to applicants new to the Sexual Assault Support Services sector.

RESPONSIBILITIES AND DUTIES

The following duties are inclusive of but not limited to

- With guidance, support and direction of the Trauma Informed Services Manager or Education Coordinator, contribute to the development, implementation and evaluation of prevention, education and capacity building initiatives for clients, community and professionals.
- Work collaboratively with Intake and Assessment Workers, Counsellor Advocates and the broader team to identify trends and potential education areas of focus.
- Support and assist clients to have awareness of and to access relevant welfare and social support services through the development of GVCASA paper-based and digital resources.
- In partnership with the Sexual Violence Support Worker, develop a comprehensive referral network of welfare and social support services such as housing, employment, disability, aged care and family support services.
- Contribute to the development and delivery of psychoeducational groups, as appropriate.
- Maintain timely, accurate and confidential client records in accordance with organisational requirements and standards.
- Participate in regular supervision and attend and participate in training and professional development activities.
- Support the delivery of prevention, early intervention and therapeutic group provision by co-facilitating with the support of experienced clinical staff.
- Undertake project-based work that supports development of the organisation and contributes to positive client outcomes.
- Be familiar with and adhere to program and organisational policies and procedures regarding service delivery, including national and state-based standards of practice.
- Participate in continuous quality improvement processes.

KEY SELECTION CRITERIA

Formal Qualification(s) and Required Registration(s):

- A Bachelor or Master of Social Work, Education, Youth Work or Community Work, Welfare Work or similar.
- Eligibility for membership to the Australian Association of Social Workers (AASW) or relevant professional association.

Essential:

- A basic understanding of sexual violence, including knowledge of the gendered drivers of violence, the principles of trauma informed practice and intersectionality.
- Demonstrated skills in the delivery of education, training and/or professional development sessions.
- Ability to work collaboratively as part of a team and autonomously.
- Ability to develop and maintain effective working relationships with a broad range of stakeholders and services, across a variety of sectors, to support the provision of integrated care for clients.
- Ability to advocate, collaborate and problem solve.
- Ability to practice with cultural competence and safety.
- Well-developed computer skills, including experience using electronic databases.

Desirable:

- Has completed a placement in the specialist sexual assault sector or in a related sector i.e. Family Violence, Child and Family Services, Social Services, Child Protection or similar.
- Experience with design and video editing programs such as Canva or Easy Generator.

KEY PERFORMANCE INDICATORS

Your performance will be measured through your successful:

- Development and maintaining of collaborative relationships with all other teams and professionals;
- Active participation in continuous quality improvement initiatives as directed by Trauma Informed Services leadership team;
- Development and delivery of prevention and education workshops with the support of senior Education staff;
- 90% attendance at all staff meetings, internal and external supervision.

AT GV HEALTH ALL STAFF ARE REQUIRED TO

- Demonstration of GV Health values and behaviours, being a role model for living the values, Compassion, Respect, Excellence, Accountability, Teamwork and Ethical Behaviour;
- Maintain an understanding of individual responsibility for consumer safety, quality and risk and adhere to the relevant policies, procedures and guidelines;
- Development and maintaining of collaborative relationships with all other teams and professionals;
- This role may from time to time deal with distress, anxious or upset consumers or members of the public. GV Health is committed to the physical and psychosocial safety of our staff. GV Health staff are required to comply with all safety related training, look after the safety and well-being of themselves and each other, and actively foster a safe working environment;
- Maintain a safe working environment for yourself, your colleagues and members of the public;
- Identify, report and manage risks and ensure actions are taken to prevent and minimise harm to consumers and the GV Health workforce;
- Contribute to organisational quality and safety initiatives;
- Observe and comply with child safe principles, standards and expectations of appropriate behaviour toward and in the company of children;
- Complete the mandatory training requirements as defined by GV Health and actively engage in the Performance Development Review process;
- Minimise the risk of infection to consumers, residents, employees, visitors, contractors and the general public;
- Seek internal customer or consumer feedback and respond accordingly to identify areas of needs;
- Comply with requirement of National Safety and Quality Health Service Standards and other relevant standards, regulations and legislative requirements;
- Comply with the principles of patient and family centred care;
- Not smoke or vape on GV Health premises;
- Comply with immunisation requirements as per the Department of Health Victoria;
- Comply with all applicable to position pre-employment checks, which may include but is not limited to; police checks, working with children's check (WWCC), National Disability Insurance Scheme (NDIS), Aged Care screening requirements.

ACCEPTANCE:

I acknowledge and accept that this Position Description represents the general outline of duties, responsibilities and accountabilities that are expected of me in my employment in the position, and may not encompass every aspect of the position. I understand that The GV Health reserves the right to modify position descriptions as required, however I will be consulted when this occurs.

I acknowledge and accept that I must complete and maintain all relevant pre-employment screening and checks for successful employment.

I acknowledge and accept that that I have read and fully understand this Position Description. I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.

I acknowledge I will be required to undertake the duties as set out in the position description (and any other duties as requested in accordance with my skills and experience) to the best of my ability and, at all times follow lawful direction.

By accepting the contract of employment, I am agreeing to duties and obligations within the Position Description.

Mental Health and Community Care	Sexual Violence Prevention and Education Officer
Reviewed by:	Manager – Trauma Informed Services
Issue Date:	August 2025

ABOUT US

Goulburn Valley (GV) Health is a Regional Public Hospital and Health Service for the Hume Region of Victoria, with main campuses located at Shepparton, Tatura, Rushworth and Euroa. The main campus in Shepparton is the major acute referral hospital for the sub region. Additional satellite sites are also located in Shepparton, Seymour, Benalla, Cobram, Echuca and Wodonga. GV Health provides a range of acute, subacute, mental health, aged, primary health and community services.

OUR PURPOSE

To significantly improve the health and wellbeing outcomes and experiences of the people and communities in our care.

OUR VALUES

GV Health's culture centres around our CREATE values and behaviours. Through these values and behaviours we commit to delivering ongoing quality healthcare for our community:



GV Health Vision and Values: [Values and Vision - GV Health](#)

OUR STRATEGIC PLAN

The Goulburn Valley Health Strategic Plan 2024-2026 provides the direction for GV Health with our five strategic pillars being:

- Health and Wellbeing Outcomes: Improve health and outcomes for the population in our region
- Community and Consumer Experience: Ensure everyone has an outstanding personalised experience
- Our Staff Experience: Our people feel connected, supported, safe and well
- Responsible Workplace: Be sustainable and efficient
- Health Equity: Embrace differences in how we design and deliver healthcare

GV Health Strategic Plan: [Strategic Plan 2024-2026 - GV Health](#)

FOR MORE INFORMATION

Application tips: [Application Tips - GV Health](#)

GV Health: <https://www.gvhealth.org.au/about/>

Child Safety and Wellbeing: [Child Safety and Wellbeing - GV Health](#)

Living in Goulburn Valley: [Goulburn | Regional Living Victoria](#)

GV Community Connector: [Community Connector Program for Businesses](#)