

## Position Description

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<b>Position title:</b>	Family Reproductive Rights Education Program (FARREP) Worker
<b>Department:</b>	Social Work, Social Model of Health
<b>Classification:</b>	Community Development Worker Class 2A Year 1 – 10 (XV10 - XU19), or Social Worker Grade 2
<b>Agreement:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
<b>Reporting to:</b>	Senior Manager Social Work

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### About us

Located in Melbourne on the traditional lands of the Wurundjeri people of the Kulin Nation, the Royal Women's Hospital is Australia's first and leading specialist hospital for women and newborns. We offer expertise in maternity services, neonatal care, gynaecology, assisted reproduction, women's health and cancer services. We advocate for women's health in areas that have long been overlooked or stigmatised, including abortion, endometriosis, family violence, female genital mutilation, menopause, women's mental health, sexual assault and substance use in pregnancy.

### Our vision, values and declaration

The Women's vision, values and declaration reflect our promise to our patients and consumers, and articulate our culture and commitment to our community and each other.

Our vision is '**Creating healthier futures for women and babies**'. Our values are:



Courage



Passion



Discovery



Respect

The Women's declaration reflects the principles and philosophies fundamental to our hospital, our people and our culture.

- **We are committed to the social model of health**
- **We care for women from all walks of life**
- **We recognise that sex and gender affect health and healthcare**
- **We are a voice for women's health**
- **We seek to achieve health equity**

### Our commitment to inclusion

The Women's is committed to creating and maintaining a diverse and inclusive environment which enhances staff and consumer wellbeing, and nurtures a sense of belonging. We strongly encourage anyone identifying as Aboriginal and/or Torres Strait Islander to join us. We offer a range of programs and services to support First Nations employees. We invite people with

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disability to work with us, and we welcome anyone who identifies as linguistically, culturally and/or gender diverse, people from the LGBTQIA+ community and people of any age.

### **About Social Model of Health**

The Women's Social Model of Health Division is a newly formed function that reinforces our commitment to the social determinants of health. Whilst all services at the Women's ensure health equity for all women, the Social Model of Health Division brings together our services and programs that specialise in providing care to women facing challenges that may adversely affect their health. The Social Model of Health Division at the Women's has responsibility for ensuring the hospital's clinical and social support services are coordinated, aligned and leveraged to provide wrap around care for the women who need it most. In particular, the division has a focus on ensuring a woman's social, economic, cultural, environmental, geographic, and other factors are taken into account in her care plan with the overall aim of reducing health inequalities and addressing systemic inadequacies that affect health access and outcomes.

### **Program Overview**

The Family and Reproductive Rights Education Program is a state-wide program that aims to:

- Strengthen knowledge, raise awareness about female genital mutilation/cutting (FGM/C) and support changes to community attitudes about the practice to prevent the occurrence of FGM/C;
- Enable timely and accessible sexual and reproductive health services for women and girls from FGM/C affected communities; and
- Build the capacity and expertise of mainstream and specialist sexual and reproductive health services for women and girls from FGM/C targeted communities.

### **Position purpose**

The FARREP worker will provide services to women and girls from countries where female genital mutilation (FGM/C) is practiced. The FARREP Worker will also provide secondary consultations, information and education on issues concerning FGM/C. This position works in collaboration with the African Women's Clinic and supports women and girls with their appointments at the clinic.

### **Key responsibilities**

- Provide relevant and consistent health literacy and health promotion messages/activities regarding the health impacts of FGM/C and the illegality of its practice in Australia to both communities and health professionals.
- A major component of the work is providing support for the African Women's Clinic operating at The Women's and being the primary contact point for women coming to the clinic.
- Maintain effective and appropriate lines of communication with internal and external stakeholders.
- Provide community-wide education about all aspects of the FGM/C practice and build the capacity of the communities to facilitate a supportive community environment that strengthens the protective factors within the community.
- Provide access to sexual and reproductive health and other relevant services to communities affected by FGM/C.

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- Undertake ongoing liaison with established and newly arrived communities affected by FGM/C to enable monitoring of changing community attitudes to FGM and effectiveness of health promotion interventions and services.
- Provide cultural support and advocacy for individual community members affected by FGM/C when accessing sexual and reproductive health services.
- Work with agencies that provide sexual and reproductive health to FGM/C affected communities and support them in the development of culturally sensitive policies procedures and practices.
- Maintain strong referral and support relationships with regional FARREP colleagues and the state-wide FARREP network.
- Model professional work standards by being reliable, punctual and flexible in the workplace.
- Any other duties as required that meet relevant standards and recognised practice

### **Communication and teamwork**

- Attend all meetings relevant to the position
- Demonstrate professional communication (verbal and written) including through the use of interpreters, ability to negotiate, apply conflict resolution and advocacy skills and escalate client complaints appropriately
- Develop and maintain effective working relationships with internal and external stakeholders

### **Quality, safety and improvement**

- Contribute to the planning, implementation and evaluation of programs and services related to sexual and reproductive health and FGM/C, including education, awareness and health promotion activities.
- Collect and report data and information on FARREP program that is in line with the state funding body
- Assist in the completion of the annual FARREP report and operational plan as per the funding requirements

### **Learning and development**

- Actively participate in credentialing and scope of practice processes
- Complete all mandatory training and participate in an annual performance development review

### **Key Performance Indicators (KPI's)**

KPI's are how you will be measured as meeting the responsibilities of the position. These will be set with you as part of your Performance Development Plan within the first six months of your appointment to the position.

### **Key selection criteria**

#### **Experience/qualifications/attributes**

##### **Essential:**

- Tertiary qualifications in a relevant discipline, Community Development, Social Work, Health, Human Services.

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- Relevant experience and demonstrated understanding of the culture and social context of the practice and the health impacts of FGM/C particularly in relation to sexual and reproductive health.
- Demonstrated understanding of the impact of the refugee experience on health and wellbeing.
- Well-developed written English, verbal and interpersonal skills, including good report writing skills.
- Organisational and time management skills, as well as competence in Word and Excel programs.
- Demonstrated understanding of and commitment to integrated health promotion and community health/ women's health principles, including experience in establishing and facilitating health promotion programs for communities and health professionals.
- Experience of involving communities in health promotion and community development.
- Ability to work independently and as part of a multi-disciplinary team with a professional approach.

#### **Desirable:**

- Knowledge of community-based services
- Relevant tertiary qualifications
- Relevant community language
- Experience working with interpreters
- Existing networks and contacts within FGM/C target communities in Victoria and with relevant community agencies.

### **Organisational relationships**

#### **Internal relationships**

- African Women's Clinic
- Social Work
- Allied health staff
- Nursing, midwifery and medical staff

#### **External relationships**

- All state-wide FARREP program workers located in Hospitals and community health centres
- Multicultural Women's Health Centre
- Foundation House
- Migrant Resource Centres
- The Victorian Refugee Health Network
- Secondary Schools

**Direct reports:** 0  
**Indirect reports:** 0  
**Budget responsibility:** N/A

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## Inherent requirements

Inherent requirements are the essential tasks and activities that must be carried out in order to perform this role, including with adjustments. The Women's is committed to providing workplace adjustments that support all people to work with us. We welcome you to discuss any adjustments with the manager of this role during the recruitment process or at any time during your employment, as we acknowledge and understand circumstances can change. You can also request a copy of our workplace adjustments procedure for more information.

<b>Physical demands</b>	<b>Frequency</b>
<b>Shift work</b> – rotation of shifts – day, afternoon and night	Not applicable
<b>Sitting</b> – remaining in a seated position to complete tasks	Prolonged/Constant
<b>Standing</b> - remaining standing without moving about to perform tasks	Occasional
<b>Walking</b> – floor type even, vinyl, carpet,	Occasional
<b>Lean forward/forward flexion from waist</b> to complete tasks	Rare
<b>Trunk twisting</b> – turning from the waist to complete tasks	Not applicable
<b>Kneeling</b> – remaining in a kneeling position to complete tasks	Not applicable
<b>Squatting/crouching</b> – adopting these postures to complete tasks	Not applicable
<b>Leg/foot movement</b> to operate equipment	Not applicable
<b>Climbing stairs/ladders</b> – ascending and descending stairs, ladders, steps	Rare
<b>Lifting/carrying</b> – light lifting and carrying less than 5 kilos	Rare
– Moderate lifting and carrying 5 – 10 kilos	Not applicable
– Heavy lifting and carrying – 10 – 20 kilos.	Not applicable
<b>Push/pull of equipment/furniture</b> – light push/pull forces less than 10 kg	Rare
– moderate push / pull forces 10 – 20 kg	Not applicable
– heavy push / pull forces over 20 kg	Not applicable
<b>Reaching</b> – arm fully extended forward or raised above shoulder	Rare
<b>Head/neck postures</b> – holding head in a position other than neutral (facing forward)	Rare
<b>Sequential repetitive actions in short period of time</b>	
– Repetitive flexion and extension of hands wrists and arms	Occasional
– Gripping, holding, twisting, clasping with fingers/hands	Occasional
<b>Driving</b> – operating any motor-powered vehicle with a valid Victorian driver's license.	Not applicable
<b>Sensory demands</b>	<b>Frequency</b>
<b>Sight</b> – use of sight is integral to most tasks completed each shift	Prolonged/Constant
<b>Hearing</b> – use of hearing is an integral part of work performance	Prolonged/Constant
<b>Touch</b> – use of touch is integral to most tasks completed each shift	Prolonged/Constant
<b>Psychosocial demands</b>	<b>Frequency</b>
<b>Observation skills</b> – assessing/reviewing patients in/outpatients	Frequent
<b>Problem solving</b> issues associated with clinical and non-clinical care	Prolonged/Constant
<b>Working with distressed people and families</b>	Prolonged/Constant
<b>Dealing with aggressive and uncooperative people</b>	Occasional
<b>Dealing with unpredictable behaviour</b>	Occasional
<b>Job demands</b> – high workload, tight deadlines, and competing priorities	Frequent
<b>Exposure to traumatic or distressing content or situations</b> – including handling sensitive information arising from patient records, patient care activities, incident reports, adverse events, or investigations of adverse events.	Frequent
<b>Role specific considerations</b> Support is available for staff exposed to psychological risks. Any adjustments that may be required can be discussed with your manager.	
<b>Definitions used to quantify frequency of tasks/demands as above</b>	
<b>Prolonged/constant</b>	70 – 100 % of time in the position
<b>Frequent</b>	31 – 69 % of time in the position
<b>Occasional</b>	16 – 30% of time in the position
<b>Rare</b>	1 – 15% of time in the position
<b>Not applicable</b>	0% of time in the position

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## Employee awareness and responsibilities

- Employees are required to be aware of, and work in accordance with, hospital policies and procedures.
- Employees are required to identify and report incidents, potential for error and near misses, to improve knowledge systems and processes and create a safe environment for staff and patients.
- Employees agree to provide evidence of a valid employment Working with Children Check and provide complete details for the Women's to undertake a Nationally Coordinated Criminal History Check (NCCHC).
- Our vision is a future free from violence and discrimination in which healthy, respectful relationships are the norm. The Women's expects all staff to contribute to a culture that promotes and supports diversity, equity, respect and inclusion.
- The Women's provides pregnancy termination services as part of its public health responsibility to provide safe health care to women.
- We are committed to the safety, wellbeing and empowerment of all children and young people. We prioritise an environment where children are protected and heard. We commit to safeguarding the social and emotional wellbeing of First Nations children, understanding that their connection to country, culture, kin and community is critical to their safety.

## Vaccination requirements

As this role has direct physical contact with patients and clinical environments, employees are required to be vaccinated against or demonstrate immunity to influenza, COVID-19, whooping cough (pertussis), hepatitis B, chicken pox, MMR (measles, mumps, rubella) and may include hepatitis A, and complete screening for tuberculosis.

Employment with the Women's is conditional upon the provision of satisfactory evidence of vaccination and/or screening, and we may withdraw an offer of employment if the required evidence is not provided at least five business days prior to the intended start date.

## Declaration

**By accepting this position description electronically I confirm I have read, understood and agreed to abide by the responsibilities and accountabilities outlined.**

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**Developed date:** February 2026

**Developed by:** Senior Social Work Manager

**Date of next review:** February 2027

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