



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1085-3

Date reviewed/created: August 2024

POSITION TITLE: Capoeira Angola Project Officer

TEAM: Community Services – Youth Team

LOCATION: Carramar

AGREEMENT: “NSW (Non-Declared) Affiliated Health Organisations’ Professional and Associated Agreement”.

CLASSIFICATION: Health Education Officer, or other relevant classification based on qualifications, experience and requirements of the role.

A generous salary packaging scheme is also offered.

VACCINATION REQUIREMENT: Category A.

PERIOD OF APPRAISAL: Performance will be assessed within 3 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS’ service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS’ approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

The Community Services Team covers a wide range of services for refugee individuals, families and communities. The team is managed by the Community Services Coordinator and it consists of 7 smaller teams (School Liaison, Youth, Community Development, Rural and Regional Community Development, My Language Team, CLSR and FICT) and the following positions: Witness to War staff, CD Evaluation Officers; Grants, Tenders and Fundraising Officer; CiCT Project Officers Community Cultural Development Officer, LGBTIQ+ Project Officers, and CD Policy Officers. The Community Services Team is integral to the STARTTS systemic approach to recovery of torture and trauma survivors.

ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Youth Program Team Leader
2. Responsible for: Nil

SELECTION CRITERIA:

Essential Criteria:

1. Qualifications in Youth Work, or other relevant qualifications or extensive experience working with young people.
2. Relevant level in Capoeira Angola (at least Instructor level) recognised by the Brazilian Association of Capoeira Angola and Capoeira Angola Brazilian community.
3. Demonstrated group facilitation skills and experience in teaching Capoeira Angola to refugee young people.
4. Demonstrated understanding of the effects of torture and trauma on young people, their families, and communities and its impact on resettlement in Australian context.
5. Ability to liaise with wider school community to organise and participate in extracurricular activities.
6. Knowledge and understanding of youth and welfare services, networks and resources and ability to access those relevant to the areas of individual's needs.
7. Current unrestricted NSW driver's licence.
8. Well-developed written, verbal, and interpersonal communication skills and ability to work with minimum supervision and as part of a multicultural team.

Desirable Criteria:

1. Demonstrated experience in working with young people from refugee background.
2. Bi-lingual in a community language relevant to refugee communities living in NSW.

*This position is considered child-related employment and will require a Working with Children Background Check and a National Police Check.

VACCINATION REQUIREMENTS

****This role is a Category A role.** It is mandatory for **Category A** workers to meet and maintain the vaccination criteria (as per the current NSW Health and STARTTS policies).

Vaccination and/or assessment is required for **Category A** workers for the following transmissible diseases – measles, mumps, rubella, hepatitis B, varicella (chickenpox), diphtheria, tetanus, pertussis (whooping cough), influenza and tuberculosis.

COVID19 vaccination is strongly recommended, but not a requirement for employment.

If successful you must provide evidence of vaccination and/or assessment.

Should you not be able to comply with vaccination requirements before your commencement date, the offer of employment may be withdrawn.

If you have a medical reason for why you cannot be vaccinated, a medical contraindication evidence will be required.

BRIEF DESCRIPTION OF ROLE

This position will be required to teach weekly Capoeira Angola (CA) classes at several High Schools and Primary schools, co-facilitate STARTTS Youth Group, co-plan Youth Camps, facilitate annual Youth Encounter, and attend local interagencies. Additionally, the position will be involved in evaluation of CA and Performances and running of other youth activities as required.

PRIMARY OBJECTIVES:

1. Liaise and consult with young people, schools and relevant agencies, identify service gaps, and advocate for the development of appropriate for youth.
2. Deliver 4-5 STARTTS Capoeira classes in a number of different Primary and High Schools across Sydney Metropolitan area (this includes Wollongong and Newcastle if required).

3. Ensure that Capoeira equipment such as musical instruments are maintained.
 4. Co-facilitate the delivery of STARTTS residential programs.
 5. Lead public performances/demonstrations and stall activities relevant to Capoeira.
 6. Coordinate the annual Youth Encounter including participation of refugee young people involved in STARTTS Capoeira groups.
 7. Support selected Youth Team staff to build their Capoeira skills.
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PRIMARY DUTIES:

1. Administration

- 1.2 Comply with STARTTS policies and guidelines
- 1.3 Adhere to STARTTS procedures and protocols
- 1.5 Ensure own work is documented
- 1.6 Prepare and implement an annual work-plan outlining goals to be achieved

2. STARTTS Activities and programs

- 2.1. Undertake training about the effects of torture and trauma and youth work as required.
- 2.2. Teach 4-5 Capoeira groups in identified schools.
- 2.3. Ensure all STARTTS Capoeira equipment is maintained, and new equipment is obtained when required following STARTTS internal procedures.
- 2.4. Encourage and support young people involved in Capoeira groups to participate in public Capoeira Angola demonstrations, performances, stalls and gatherings, minimum 3 event per annum.
- 2.5. Support STARTTS participation in Annual Youth Encounter event.
- 2.6. Co-facilitate at least 3 STARTTS youth camps through the year.
- 2.7. Where possible, participate in the Youth Team After-Hours programs.

3. Networking

- 3.1. Network with people working with refugee young people or likely to come into contact with refugee young people and participate in collaborative initiatives.
- 3.2. Attend relevant interagencies
- 3.3. Identify and implement collaborative projects with relevant stakeholders.
- 3.4. Provide STARTTS Training to relevant stakeholders as required.

4. Reporting

- 4.1. Prepare bimonthly reports to Youth Program Team Leader.
- 4.2. Supply statistical information and maintain accurate electronic client records.

5. Personnel

- 5.1. Contribute to the STARTTS strategic planning process and report on relevant Strategic Plan Key Performance Indicators (KPIs).
- 5.2. Participate actively in the STARTTS Performance Management program and contribute to the development of an annual work plan that aligns with the organisation's Strategic Plan.
- 5.3. Be an active participant in team meetings to maximise contribution to the work of the team.
- 5.4. Participate in STARTTS staff meetings and other relevant meetings.
- 5.5. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 5.6. Participate in identifying quality improvement initiatives/strategies.

5.7. Attend and participate in all training opportunities identified for the role.

5.8. Liaise with and seek senior advice as required.

6. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Induction and Orientation:

- Participate in an Induction and Orientation program with STARTTS.
- Obtain access to Trello and Organimi, which are tools STARTTS utilises for planning, coordination, and project management.
- Provide a clear, passport-style photograph for your profiles on each platform to maintain a visible and identifiable contact within the organisation.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (i.e. the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Capoeira Angola Project Officer #1085-3** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee
Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____

The review for this Position Description is due: August 2026