



MALLEE SEXUAL ASSAULT UNIT INC. POSITION DESCRIPTION

AWARD: Health Professionals & Support Services Award 2010
REPORTS TO: Team Leader – Family Violence Refuge Program

<u>TITLE:</u> FACILITIES CLEANER	<u>DATE:</u> August 2019
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POSITION TYPE: Full-Time

We are looking for a cleaner to take care of our facilities and carry out cleaning and maintenance duties across a number of sites.

Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services is committed to ensuring that the value of diversity is upheld in everything that we do for our employees, clients and visitors that help us to achieve our mission. We respect the individuality of our employees, clients and visitors. Our organisation is currently working towards Rainbow Tick accreditation status.

MISSION STATEMENT:

To reduce the prevalence and impact of sexual assault and domestic violence in the Mallee through partnerships which raise community awareness and undertake preventative and early intervention strategies and provide specialist and coordinated care valued by survivors of sexual assault and domestic violence, meeting safety needs, and facilitating their empowerment, dignity and reintegration into communities of choice.

OUR VISION:

To be recognised as the national leader in the prevention of sexual assault and family violence and the provider of services of excellence to victims / survivors.

ORGANISATIONAL CONTEXT:

The Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Service provides services to victims/survivors and significant others of sexual assault and domestic violence. The components of the service consist of crisis care, counselling services, advocacy, community education, outreach support, information and referral services, therapeutic treatment programs for children under 17 years with problem sexualised behaviours and Risk Assessment Management Panel (RAMP).

Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services acknowledges that family violence and other forms of violence against women are serious, preventable acts that have a significant impact on individuals, families, communities, our society and the economy. Violence against women is driven by four specific expressions of gender inequality:

- Condoning of violence against women and their children
- Men's control of decision making and limits to women's independence
- Stereotyped constructions of masculinity and femininity
- Disrespect towards women and male peer relations that emphasise aggression.

We recognise that while both men and women can commit violence, family violence is largely committed by men against women and children. Family violence is prevalent and occurs across the social spectrum. However, some groups of women and children experience multiple forms of discrimination and disadvantage due to the individual and structural power imbalances they face. This can compound their experience of violence and reduce their access to resources and support. At Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services, we respond to all victim/survivors of family violence in all its forms and deliver services from a rights-based approach that prioritises their safety, agency and empowerment.

Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services has a thirty-year history of providing services to victim/survivors and significant others of sexual assault and domestic violence. The components of the service consist of crisis care and accommodation, counselling services, advocacy, community education, outreach support, information and referral services and therapeutic treatment programs for children under 17 years with problem sexual behaviours.

In addition, we also host a Multidisciplinary Centre (MDC) in Mildura which enables victims of sexual assault to receive a consistent, coordinated and comprehensive response to their needs. The MDC includes a specially trained police unit, the Sexual Offences & Child Abuse Investigation Team (SOCIT), counsellors/advocates with the Mallee Sexual Assault Unit, Child Protection team and a Community Health Nurse.

RAMP, Regional Integration Coordinators, Personal Safety and Security Initiative, Mental Health and Alcohol and Other Drugs Specialist Family Violence Advisor Capacity Building Program and Specialist Family Violence Advisor Child Protection are also delivered by Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services. Co-located at the service are also Financial Counsellors (Mallee Family Care) and the Family Violence Legal Unit (Murray Mallee Community Legal Service). We recognise that to achieve best practice responses to victim survivors, their children and perpetrators requires cross sector and cross-discipline collaboration and team work. Mallee Sexual Assault Unit Inc Mallee Domestic Violence Services strives to achieve service excellence and the Support and Safety Hub is part of a broad suite of changes which will contribute to this change. The service is excited to be partners in the delivery of the Mallee Support and Safety Hub (the Orange Door).

POSITION OBJECTIVES:

- Cleaning of the Mildura Office site, Crisis Care Unit forensic cleaning and refuges on a regular basis. This includes all cleaning, stocking and supplying designated facility areas with consumable items.
- Performing and documenting routine inspection and maintenance activities.
- Carry out heavy cleaning tasks and special projects.
- Notify management of occurring deficiencies or needs for repairs.
- Make adjustments and minor repairs.
- Cooperate with the rest of the staff.
- Follow all health and safety regulations and report any deficiencies.

KEY SELECTION CRITERIA

Essential for the Performance of the Position

- A commitment to Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services Vision and Mission Statements.
- A commitment to the Purpose of Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services.
- Demonstrated understanding of a client's right to access the service regardless of their country of birth, language, culture, race or religion, sex, sexual orientation, gender identity, or disability.
- Proven work experience as a cleaner.
- Knowledge of cleaning chemicals and supplies.
- Familiarity with Material Safety Data Sheets
- Integrity.
- Current drivers' licence.
- Current and clear Victorian and NSW Working with Children's Check.
- Current and clear National Criminal Records checks.
- Referee Checks (two nominated referees including your supervisor if you are currently working).

POSITION REQUIREMENTS:

- To participate in staff meetings, training, supervision and other meetings as deemed appropriate by the Line Manager.
- Demonstrated ability to plan, prioritise and time manage.
- Demonstrated ability to work independently as well as collaboratively.
- Excellent communication and interpersonal skills.
- Other duties as required.

GENERIC:

- Abide by Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services Policies and Procedures as varied from time to time.
- Participate in Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services Performance Appraisal Program as required.
- Undertake not to reveal to any person or entity any confidential information relating to clients of the service and employees, policies, processes and dealings and not to make public statements relating to the affairs of Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services without prior authority of the Chief Executive Officer.
- Cooperate with all health and safety policies and procedures of Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services and take all reasonable care that any actions or omissions do not impact on the health and safety of others in the workplace.
- Maintain, be aware of and abide by legislation applicable to the role, clients and Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services.

OTHER RELEVANT INFORMATION

Pre-Existing Injury

Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that may be affected by employment in this position.

HOW TO APPLY FOR THE POSITION OF FACILITIES CLEANER

The following information must be provided to assess your suitability for the position:

- Your current Curriculum Vitae or Resume including the names and contact details of three referees who have a thorough knowledge of your work performance. These will be contacted only following your expressed permission.
- You must address the key selection criteria and include a cover letter for your application.

Applications should be sent or emailed to;

The Interview Panel

Mallee Sexual Assault Unit Inc. Mallee Domestic Violence Services

PO Box 1373 Mildura Vic 3502

Or Email to: info@msau-mdvs.org.au

Applications close: 5pm Thursday 29TH August 2019.