

Women's Space Volunteer

- Preamble:** Women's Space is a safe place for street-based sex workers and other women involved in the sex industry in inner Sydney to provide support and encourage those women who choose to make a change in their lives.
- Role Description:** This is a volunteer role. Under the direction of the Women's Space Staff, to be a strong and contributing volunteer in the Women's Space Team, providing assistance predominantly to women working in the street-based sex industry, identifying those who would like to make significant changes in their lifestyles and work alongside the Team as they support those women to achieve their goals.
- Location:** 234 Bourke Street, Darlinghurst NSW 2010
- Time Requirements:** Hours will be as required to assist with Open House which is presently Monday to Thursday from 8:00 am to 12:00 noon and with Night Outreach. The hours will be a minimum of 7.6 and a maximum of 22.8 hours per week.
- Project Coordinator:** Kay Syonesa
Mobile: 0424 955 914
234 Bourke Street, Darlinghurst NSW 2010
- Accountability:** To the Women's Space Coordinator
- Personal Qualities:** Strong interpersonal and communications skills and clear demonstration of the ability to work as a member of a team. High mental health and emotional stability and ability to practice self-care. Good level of crisis/conflict management and setting boundaries. At least medium fitness level. Initiative, flexibility and the ability to contribute to sustainability, growth and improvement of project. Understand the principles of Harm Reduction Program and Needle Syringe Exchange Program. Current Drivers Licence.

Willingness to commit to volunteering and being available as required.

Preferred Qualities: Experience working with marginalised women, specifically in sex work, outreach, homelessness and substance addiction. Basic knowledge of parlour & street-based sex work laws and regulation in NSW.

Duties:

1. *Assistance with Open House and Night Outreach:*

Indicators:

- *assist at least once a week on Night and Day Outreach as rostered.
- *assist in operation of Open House between 1-3 days each week and assist Night Open House no more than once each month. This includes but is not limited to domestic duties, cleaning, shopping and maintenance as needed.
- *assist in the preparation of statistics and case notes in accordance with agreed procedures and as requested.

- *assist in accompanying women in Outreach Support and Advocacy which includes but not limited to: home, court, prison, hospital and rehab/detox visits.

- *identify women who are ready to make life transition and changes and work alongside Women's Space staff to support the women in this process.

2. *Refer women to appropriate services as needed:*

Indicators:

- *develop a basic knowledge of each service/centre in order to assist staff with networking and to refer women to other services in consultation with members of staff.

3. *Provide administrative support to contribute to the effectiveness and measurability of the project:*

Indicators:

- *assist staff in the maintenance of consistent and relevant case work notes and statistics.
- *undertake administrative tasks and special projects as needed and assigned by Women's Space Staff.
- *maintain monthly inventory of supplies which includes but is not limited to toiletries, clothing and office supplies. If supplies need replenishing, then organise restocking from donors, supporters, etc.
- *participate in speaking opportunities and Women's Space Team meetings and trainings as reasonably requested.

4. *Assist in Creative Projects to build community and interaction with the women:*

Indicators:

- *under direction from the Staff, organise creative and interactive activities/workshops with the women, which may include but not

limited to outings, arts & crafts, music, gardening, cooking classes and living skills.

SELECTION CRITERIA

Essential

1. Ability to treat all participants with dignity and respect.
2. Willingness to learn about the specific needs of women in the sex industry, including substance addictions.
3. Ability to engage and maintain a professional relationship and boundaries.
4. Ability to listen and support in a non-judgmental manner.
5. Strong interpersonal and communications skills.
6. Ability to work as an effective member of a team.
7. Uphold the highest confidentiality of all matters pertaining to the needs of the women attending the Women's Space.
8. Adhere to the policies, procedures and core values of Women's Space and HopeStreet.
9. Current Drivers Licence.
10. Willingness and ability to participate as a volunteer on a regular basis.

Desirable

1. Experience working with marginalised women who have high complex needs, preferably in sex work.
2. A commitment to and understanding of urban ministry.
3. Active membership of a Christian church.

Application Process

- Download and read the Volunteer Information Pack from <http://hopestreet.org.au/contactUs/volunteering.htm>.
- Contact Project Coordinator (details above) to discuss the role.
- Apply at your local police station for a National Criminal History Record Check (name and date of birth).
- Fill in the forms on the following pages and return to your Project Coordinator, or HopeStreet's office: 91 Forbes St, Woolloomooloo, NSW, 2011. *Please also include a copy of your CV.*

Review:

This volunteer role is to be reviewed after 30 days, after 3 months and as deemed necessary. Performance is reviewed on an on-going basis and formally twice each year.

Women's Space Volunteer

Please complete this form and give to your project coordinator

Date:

Volunteer Name:

Position Applying For:

Date of Birth:

Marital Status:

Address:

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Phone: Daytime: Mobile:.....

Email:

1. Are there any health issues that we need to be aware of (physical, mental or other)? If yes, please give specific details below.

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2. What is your level of Education?

Secondary __ Tertiary __ TAFE/VET __ Other _____

Are you studying at present? If yes, in what field?

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Are you applying to Women's Space for placement?

Yes __ No __

Please give details of proposed placement, including length of time.

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3. Please outline your reasons for wanting to volunteer with HopeStreet and also specifically with Women's Space, if you need more space please use a separate sheet of paper.

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4. Do you have any experience in the following areas?

- Social Work ___ Counselling ___ Mentoring/Pastoring ___
- Drug Detox/Rehabilitation ___ Alcohol and Substance Abuse ___
- Working with Sex Workers ___ Mental Health ___

If yes, please give specifics:

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5. What days and times are you available?

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.....

Can you work every:

- Week ___ Fortnight ___ Month ___

6. Please provide one referee who we can contact in regard to your suitability for this position.

Name:

Relationship to you:

Phone Number:

7. Please provide contact details of someone we can contact in case of emergencies.

Name:

Address:

Relationship to you:

Home: Mobile:

8. Are you happy to receive regular information (eg. Our quarterly Newsletter) from HopesStreet?

Yes ___ No ___

The information that you provide in sections 1, 2, and 3 of this form will be used for the sole purpose of recruitment and selection with HopeStreet - Urban Compassion and under the Privacy Amendment (Private Sector) Act 2000, can be shared with referees, agencies used to assist, and other organisation having a vested interest in, the recruitment process, or security organisations as required. Your response to this letter will be deemed consent to use the information that you provide in this way. Otherwise we will be unable to make an informed decision about your application for employment.

In applying to work as a volunteer with HopeStreet – Urban Compassion,

1. I have read and agree to work within the framework set out by the *Women’s Space* and *HopeStreet Code of Conduct, HopeStreet Vision, Mission, Values and Objectives Statements* and *Privacy Policy*. (These documents are contained in the Volunteer Information Pack, available for download at <http://hopestreet.org.au/contactUs/volunteering.htm>)

2. I will endeavour to be involved on a regular basis for at least 12 months.

3. I have applied for a National Criminal History Record Check at my local Police Station and under section C. CONSENT, entered “HOPESTREET – Urban Compassion, 91 Forbes St, Woolloomooloo, NSW, 2011”

Signed:

Date:.....

Statutory Declaration

Name:

Position:

I hereby solemnly and sincerely declare that:

(a) I have/have not been the subject of any complaint or conviction of sexual misconduct, violence, drug or other substance abuse.

(b) The circumstances of any such complaint or conviction are as follows:
(please fully state the nature, by whom, when and the outcome of any such complaint)

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.....

(c) I have/have not committed sexual abuse.

(d) The circumstances of any abuse are as follows:
(please fully state the nature, by whom, when and the outcome of any such complaint)

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(c) I am/am not aware of any other circumstance which might be relevant in determining my suitability to the above position.

(d) Details of any such circumstances are as follows:

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.....

I make this declaration conscientiously believing it to be true in accordance with the provisions of the Oaths Act, 1990.

Signature:

Date:

Witness' Name:

Justice of the Peace/
Solicitor

Witness' Signature:

Date: