

# DFV SECTOR CAPACITY BUILDING PROJECT – SECTOR ENGAGEMENT WORKER



Tenants Queensland

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<b>Position Title:</b> Domestic and Family Violence (DFV) Sector Engagement Worker
<b>Classification:</b> Level 4 of the Tenants Queensland (TQ) Enterprise Agreement
<b>Status:</b> Part time – until 30 December 2026 (with the possibility of extension)
<b>Working Hours:</b> Part-time – 22.8 Hours per week 9 – 5pm, 3 Days per week
<b>Location:</b> Based in Brisbane, other areas considered
<b>Reporting to:</b> Principal Solicitor
<b>Accountability:</b> All staff are accountable to the Chief Executive Officer (CEO) and ultimately to the governance board. This position is accountable to the TQ Principal Solicitor for all staffing matters including performance appraisals.
<b>Key Relationships:</b> DFV Sector Capacity Building Project Worker
<b>About Tenants Queensland:</b> TQ was established in 1986 and seeks to represent the interests of all Queenslanders who rent their home including those living in marginal tenures such as caravan parks and rooming accommodation. We pride ourselves in providing specialist advisory services to renters, advocating on behalf of them, and securing improvements to Queensland’s residential tenancy laws.
<b>About the Project</b> The DFV Sector Capacity Building Project provides training, resources and helpdesk advice to DFV and community services supporting tenants experiencing violence to understand and act on their rights.
<b>Purpose of the Position:</b> To engage with DFV and related services about TQ’s DFV Sector Capacity Building Project, in particular, services supporting First Nations Peoples experiencing DFV throughout Queensland.
<b>Position Reviews and Approved:</b> November 2024

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### Key Accountabilities:

- Increase the awareness of the DFV Sector Capacity Building Project to external DFV and related stakeholders
- Increase engagement within the DFV sector workers including Aboriginal and Torres Strait Islander Family Wellbeing Services, multicultural, homelessness and other services

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- Further develop the Stakeholder Engagement Plan to include stakeholder engagement and expanded range.
- Support the DFV Project Worker and Principal Solicitor in meeting service delivery targets and reporting milestones.
- Ensure the currency of DFV sector contact lists and networking resources
- Ensure all data entry requirements are met in relation to the role.

### Specific Duties:

- Support the Project Worker to network and engage a range of services including with Aboriginal and Torres Strait Islander Family Wellbeing Services, the multicultural sector and services in regional Queensland.
- Inform services about the Project and promote engagement in Project services such as training, helpdesk services, resources, and publications.
- Identify emerging information needs and assist in developing resources to meet stakeholder needs.
- Support the successful achievement of all project deliverables and required timeframes
- Enter all data regarding project delivery and collect data to assist with project evaluation and reporting outcomes.
- Maintain contact lists and network resources to ensure currency and relevancy to the project.

Increase engagement and support for the Aboriginal & Torres Strait Islander DFV Sector, multicultural and other services by:

- Engaging with Aboriginal & Torres Strait Islander workers considering cultural protocols around community engagement.
- Using respectful and inclusive language which value the Aboriginal & Torres Strait Islander knowledge and lived experience.
- Engaging with the multicultural sector with respect, valuing culture and lived experience

### Core Capabilities:

- A commitment to the principles of social justice.
- Ability to work independently and as a member of a team.
- Well-developed interpersonal and communication skills.
- Ability to organise and prioritise tasks and complete work within designated timeframes.
- Ability to relate to people from different cultural and socio-economic backgrounds.
- Ability to network with and relate to people with Aboriginal and Torres Strait Islander heritage.
- Data entry skills
- High level of computer literacy

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### Requirements:

- Understanding or demonstrated ability to rapidly acquire knowledge of:
  - Queensland residential tenancy laws
  - Housing policy issues
  - Sector specific issue
  - The DFV sector

### Desirable:

- Qualifications and experience in Social Work, Community Education, Network development or Human Services or other related areas.
- Community Education skills or interest and ability to develop skills in community education

### Required:

- Ability to travel as required
- A current Queensland driver's licence

### Acknowledgment for receipt of position description

I have received, reviewed, and fully understand the position description. I also understand I am responsible for the satisfactory execution of the essential functions described therein.

I further understand future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this position description to the satisfaction of Tenants Queensland.

I have discussed any questions I may have had about this position description prior to signing this form and am satisfied with the responses.

Employee name (please print) \_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Manager's name (please print) \_\_\_\_\_

Manager's signature \_\_\_\_\_ Date \_\_\_\_\_