

Position Description

Chinese Community Engagement Officer

August 2014

Part time Employment
30 hours per week (0.8 FTE)
Fixed Term until 30 June 2015

Introduction

Organisational Context:

The Inner East Primary Care Partnership (IEPCP) is an alliance of health, community services and other related organisations operating within the Local Government areas of Boroondara, Manningham, Monash and Whitehorse. The IEPCP receives the majority of its funding from the Victorian State Government.

IEPCP, as an unincorporated body, does not have the contractual capacity to employ staff. As fundsholder on behalf of the IEPCP, Melbourne East GP Network trading as Inner East Melbourne Medicare Local (IEMML) is the employer of all IEPCP staff. IEMML is a Company Limited by Guarantee and a Health Promotion Charity. All staff are required to comply with all MEGPN policies and procedures, in addition to specific IEPCP policies and procedures.

Melbourne East GP Network is proud to be one of the first Victorian organisations to successfully become a Medicare Local. Since 1983 it has had a vision for enhanced community and primary care innovation, being a dynamic network delivering leadership in primary health care.

Inner East Primary Care Partnership

IEPCP proposed directions and roles

Guided by the Victorian Department of Health and the 2014 Strategic Directions the Inner East Primary Care Partnership aims to:

- Facilitate a connected, efficient, robust and accessible primary health care and community service system
- Facilitate a better consumer-driven and centred system
- Foster/facilitate a stronger prevention/health promotion focus within systems and beyond
- Strengthen the capacity of the IEPCP.

Position Dimensions

POSITION:	Chinese Community Engagement Officer
REPORTS TO:	Health Promotion Project Coordinator – Problem Gambling
AWARD:	IEMML – Certified Agreement
CLASSIFICATION:	Dependant on qualifications & experience
HOURS PER WEEK:	60 hours per fortnight (0.8 FTE)
TERMS OF EMPLOYMENT:	Part Time
APPROVED:	TBC
REVIEWED:	July 2014

Position Summary

The Victorian Responsible Gambling Foundation (VRGF) has funded Inner East Primary Care Partnership to deliver a new project “Chasing the Luck”. The project will focus on reducing harm from gambling amongst Chinese restaurant shift workers. The project staff will work with the Chinese community, local businesses and relevant stakeholders to develop and deliver prevention activities to reduce the prevalence of problem gambling in the Chinese restaurant/shift worker setting.

The Chinese Community Engagement Officer will work closely with specific groups to identify and understand local community needs, and to explore opportunities that will promote equitable access to services for the local Chinese community.

Background

In the Inner East Melbourne catchment there are a large population of Chinese born people, an extensive number of Chinese restaurants/take away establishments and a significant number of Chinese people working within these settings. Preliminary local research in Manningham and Monash indicates a widespread culture of gambling and problem gambling behaviours among Chinese restaurant/shift workers and their employees.

Key Selection Criteria

Qualifications/Technical Expertise:

- Relevant tertiary qualifications in health or social sciences and/or skills and experience in promoting community engagement.
- Fluency in Cantonese and Mandarin.
- At least three years' experience in community development and or health promotion in a community setting.
- A good understanding of health promotion and community development theory and practice.
- Demonstrated ability to build strong relationships in the Chinese community.
- Experience in coordinating focus groups or other community consultation strategies
- Good written English including report writing skills
- Police Checks will be required for this role

Personal Qualities:

- Highly developed communication and interpersonal skills – able to work well with managers and staff
- An excellent understanding of and working relationship with the Chinese community
- An ability to develop effective relationships with stakeholders.
- Able to communicate effectively between and about different cultures to facilitate understanding
- Highly motivated self-starter, with the ability to work independently and as part of a small team dynamic to achieve project goals. Including ability to monitor progress against timelines and deliver expected outputs.
- Excellent organisational and time management skills, with flexibility and responsiveness to meet the changing needs of the project.
- Reliable car and drivers licence.

Duties, Responsibilities and Tasks

Key Responsibilities:

- Attend relevant working parties/steering committees for the Chasing the Luck project.
- Identify and maintain positive links with staff, service providers and community organisations
- Undertake a “cultural brokerage” role between staff, stakeholders and the Chinese community and promote an understanding of cultural norms and social issues.
- Provide written and verbal advice, guidance and support on problem gambling issues as they relate to the local Chinese community.
- Facilitate and support participation in the Chinese community.
- Arrange and document consultation with the Chinese community on gambling and related issues
- Prepare and submit reports as required.
- Communicate the results of the research into problem gambling within the Chinese community across the organisation and externally to key stakeholders.
- Provide advice and feedback on the development of strategies to reduce gambling harm amongst Chinese restaurant workers
- Promote gambling support services within the Chinese community.

Management and Administration:

- Organise appropriate and timely reporting, and maintain up to date project controls and operational plans.
- Participate in staff support meetings.
- Ensure maintenance of professional standards of activities.
- Develop and undertake appropriate evaluation activities.
- Participate in ongoing development of activities.
- Participate in staff performance appraisal.
- Understand and uphold the organisation’s values and behaviours framework.
- Adhere to the auspice Occupational Health & Safety Policies and Procedures.

Other duties as required.

Some after-hours work may be required.

Key Relationships:

Reports to:

- Internal: Health Promotion Project Worker – Problem Gambling, Inner East Primary Care Partnership program staff, Executive Officer
- External: Chasing the Luck Steering Committee: Gamblers' Help Eastern/EACH, Monash City Council, Manningham City Council, Boroondara City Council, MonashLink Community Health, Whitehorse Community Health Service

Liaises with a wide range of community organisations including: Chinese Community Social Services, AMES Box Hill, Chinese Peer Connection program – EACH, Gamblers Help, Centre for Culture Ethnicity and Health and Victorian Responsible Gambling Foundation.

Remuneration and Benefits

- This position is part time 30 hours per week (0.8 FTE), fixed term until 30 June 2015.
- Salary is dependent on qualifications and experience.
- Generous salary packaging is available.
- Superannuation contributions are paid at the current superannuation guarantee rate.
- Reimbursement for travel costs is paid for mileage incurred whilst on business (based on rates as prescribed by the Australian Taxation Office).

Accountability

- Position reports to the Health Promotion Project Coordinator – Problem Gambling
- Accountable to the Executive Officer

PD Version Update

Title	Date	Incumbent Signature
Chinese Community Engagement Officer		