

Position description

Community Engagement & Projects Officer

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|---------------------------|--------------------------------------------------------------|
| Award & grade: | SCHADS Community Development Worker Class 2 |
| Salary range | Level commensurate with skills and experience (as per AWARD) |
| EFT | Full time, |
| Reporting to | Stream Leader , Multicultural Health Improvement |
| Accountable to | CEO |
| Tenure | 2 years |
| Direct reports | Nil |
| Location | 23 Lennox Street Richmond 3121 |
| Date issued | October 2016 |

Organisation profile

The **Centre for Culture, Ethnicity & Health** (CEH) assists health, government and community organisations to offer a high quality of service to clients from migrant and refugee backgrounds by building the capacity of the organisation through training and innovation and working directly with communities in education and advocacy. CEH's work is informed by research, evidence and its experience working with migrant and refugee communities. CEH includes a fee-for-service arm as well as discrete programs that focus on health service delivery and sexual health and viral hepatitis.

The Multicultural Health & Support Service (MHSS) is a program of the Centre for Culture, Ethnicity and Health (CEH). MHSS works with refugees, asylum seekers, migrants and mobile populations in metropolitan Melbourne and regional Victoria to prevent new incidences and transmission of blood borne viruses (BBV) and sexually transmissible infections (STI). MHSS collaborates with priority communities to improve their access to information, testing, care and support. MHSS also works with service providers to build capacity in designing and implementing culturally competent and inclusive services that provide relevant care and support to refugee and migrant communities.

CEH is part of **North Richmond Community Health**, an agency committed to making healthcare more accessible and culturally relevant.

Position objective

This position will lead our work with specific communities and facilitate initiatives that demonstrate cultural competence, health literate practice and community participation. This dynamic role will contribute to MHSS' community education, action and support initiatives targeting high prevalence communities across Victoria. The role will build strong relationships with people from refugee and migrant backgrounds, asylum seekers and mobile populations (international Students) and partner with groups that experience increased risk of BBV/STI, GLBTIQ, young people and people who use alcohol and other drugs. The role will lead a number of MHSS projects and contribute to the development of resources for the community and other services.

Key responsibilities and deliverables

- Deliver community education sessions to targeted CALD communities
- Support peer led and community action health promotion
- Build and maintain effective and sustainable relationships with communities
- Provide and link clients to appropriate support and services.
- Maintain sound data collection practices, evaluation and report writing.
- Manage projects and portfolios
- Promote the work of CEH
- Promote the health rights of community members
- Actively contribute to the growth and development of CEH
- Support and develop cross-sectoral partnerships
- Contribute to a positive and collaborative working environment
- Other duties as directed by management.

Key selection criteria

Essential skills & experience

- Solid written and verbal communication skills, with demonstrated experience in report writing and evaluation
- Strong project management skills
- Demonstrated capability to self-manage
- Knowledge and skills in delivering community education sessions on sensitive topics such as sexual health and BBV/STI prevention, behavioural change and healthy relationships
- Sound understanding of peer led models of practice
- Proven track record of establishing and maintaining stakeholder relationships
- Current active community networks

- Minimum of 5 years demonstrated cultural competence in working with diverse ethnicities, religions, age, genders and sexualities.
- Ability to work effectively in a fast paced, dynamic environment with limited supervision
- High level proficiency in at least one community language

Desirable skills & experience

- Experience working with young people, gender diversity and people who use alcohol and other drugs from CALD backgrounds
- Experience in sexual health, communicable diseases and chronic disease health management or other relevant health and social areas

Qualifications \ Registration requirements

- Relevant qualifications in diversity and health promotion, youth work, community development, preventing violence against women or relevant field
- Experience in sexual health, communicable diseases, chronic disease health management, health relationships or other relevant health and social areas
- Certificate 1V in Workplace training and assessment
- Current driver's license
- Applicants must have a visa that allows them to work in Australia

Training requirements

The following internal training requirements must be met to fulfil this position.

| Topic | Timeframe for completion |
|-----------------------------------------------|--------------------------|
| Occupational Health & Safety | Within 3 months |
| Introduction to Cultural Diversity | Within 3 months |
| Conducting Focus Groups with CALD Communities | Within 6 months |

responsibilities & conditions of employment

All employees of North Richmond Community Health are required to follow specific common conditions of employment. These are outlined in the NRCH Policy and Procedures Manual.

A summary is listed below:

- Employees must contribute to Occupational Health & Safety (OHS) objectives by reporting hazards and incidents immediately to an OHS representative, committee member or manager. Employees must behave in a manner that fosters safe working practices.
- Conduct must be in accordance with the NRCH Code of Conduct, Employment Contract, Confidentiality Agreement and other NRCH policies and procedures.
- Regular working hours will be negotiated but must be within operational hours. From time to time, some out-of-hours work may be required.
- Salary is set in accordance with the relevant Award and classification.
- Appointment is subject to a six-month probationary period, wherein performance will be reviewed prior to the expiry of the probationary period and an ongoing employment decision will be communicated.
- Leave entitlements are as per Award and HR Policy guidelines.
- All position descriptions are open to periodic review by management in consultation with staff.
- NRCH provides a smoke-free environment, including within vehicles.
- The staff member may be required to perform other duties as directed, in accordance with training, skills and experience.

further information

For enquiries relating to this position, contact:

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