

Position Description Aboriginal Health Educator

1. OVERVIEW

Position	Aboriginal Health Educator
Employment status:	Four days per week (or equivalent, to 0.8 EFT). The position is currently funded until 30 June 2012.
Accountability:	Accountable to the Programs Manager for the delivery of program objectives.
Remuneration:	Salary will be according to qualifications and experience, in line with the Social, Community, Home Care and Disability Services Industry Award 2010 and the Hepatitis Victoria Enterprise Agreement 2010. Access to the benefits of salary packaging is available. A mobile phone will be provided for business use. Annual professional development allowance An initial three month probationary period will be a part of the employment offer and contract.
Location:	The position is based at Hepatitis Victoria, Suite 5, 200 Sydney Rd, Brunswick, 3056.

2. ORGANISATIONAL ENVIRONMENT

Hepatitis Victoria is an independent, community based, not for profit organisation funded primarily by the Victorian Department of Health. The organisation is governed by a Board of Directors, and the day-to-day work is carried out by the CEO and staff.

Hepatitis Victoria works to:

- Prevent the transmission of viral hepatitis
- Increase access and referral to quality hepatitis B and hepatitis C information, care, treatment and support
- Provide leadership and coordination for the community response to viral hepatitis
- Build a strong and viable organisation that works effectively across all activities.

Key priority groups that we particularly want our programs to reach include:

- Young people at risk of injecting drugs
- People in custodial settings
- People living in rural/regional Victoria
- Aboriginal and Torres Strait Islander People
- People from culturally and linguistically diverse communities
- People who are at an increased risk of developing progressed liver disease.

3. OUR VALUES AND WAY OF WORKING

We value:

- People affected by viral hepatitis - we act with respect towards people affected by viral hepatitis , working always to see people's humanity, without judgement or prejudice
- Empowerment - we encourage and support people to exercise their rights and to make their own choices
- Courage - we aspire to improve the future for those affected by viral hepatitis
- Excellence - we aspire to do what we do well, and base our work on evidence of effectiveness
- Integrity - we work according to a consistent set of values and principles at all times
- Innovation, creativity and cutting-edge programs - we seek to increase the visibility of viral hepatitis issues in the community
- Partnerships and collaborations - We work to build the viral hepatitis capacity of the service providers that our priority groups are already engaged with and trust, rather than trying to form direct relationships with individuals from the priority groups.

4. POSITION CONTEXT

Hepatitis Victoria has received funding from the Victorian Department of Health to deliver a hepatitis education and early intervention program for Aboriginal communities throughout Victoria, utilising a range of strategies to improve health outcomes for Aboriginal people with or at risk of viral hepatitis.

The Aboriginal Health Educator will work with the Aboriginal community providing education, awareness raising and training related to viral hepatitis. A key aspect of the role is the liaison with and the establishment of relationships with aboriginal people and the organisations that represent and support them.

There will in particular be a strong emphasis on working in partnership with the Victorian Aboriginal Community Controlled Health Organisation (VACCHO), Victorian Aboriginal Health Service (VAHS) and the Wulumperi Sexual Health Unit at Melbourne Sexual Health Centre (MSHC) to enhance existing initiatives.

5. KEY RESPONSIBILITY AREAS

5.1 A strategic partnership approach

- Ensure that the Hepatitis Victoria Aboriginal Program works closely in partnership with other key organisations to enhance existing health awareness and health promotion initiatives
- Provide viral hepatitis information, education and support to Ilbjerri Theatre Company productions held annually across Victoria at prisons, schools and community centres
- Network with individuals from other organisations or groups, particularly those working with Aboriginal communities, in order to share ideas and collect information.

5.2 Education and training that is appropriate to Aboriginal communities

- Design and deliver Aboriginal specific viral hepatitis training programs and respond to requests for training by Aboriginal services in metropolitan, rural and regional Victoria in collaboration with VACCHO and the Wulumperi
- Design and deliver information sessions on viral hepatitis for Aboriginal people and workers in prison settings
- Ensure the collection of necessary data for evaluation of all education and training undertaken.

5.3 Integration into Hepatitis Victoria core activities

- Work closely with other Project Officer's providing key Hepatitis Victoria priority programs to ensure that services and programs are inclusive of Aboriginal people. In particular, the Prisons and Young People's Programs
- Promote and disseminate viral hepatitis resources to Aboriginal workers and organisations, particularly peak bodies working with Aboriginal people in Victoria
- Ensure that Hepatitis Victoria's external training calendar for staff members includes guest speakers on current and emerging issues related to viral hepatitis in Aboriginal communities.

5.4 Team work

- Report regularly to the Programs Manager on project progress and develop written progress reports for the organisation as required
- Contribute to Hepatitis Victoria publications
- Undertake Hepatitis Infoline shifts as negotiated with the Programs Manager
- Contribute to Hepatitis Victoria initiatives such as World Hepatitis Day and *Love Your Liver* lunches
- Attend and participate in regular general and specialist staff meetings
- Act to promote a friendly climate, good morale and co-operation within the Hepatitis Victoria team
- Take actions, make decisions, and shape priorities (individual, group or team) to reflect the organisation's vision and values, and abide by Hepatitis Victoria's operational policies
- Undertake other duties as agreed.

5.5 General

- Abide by Hepatitis Victoria's policies and procedures
- Carry out general administrative tasks to support the role
- At all times maintain confidentiality of information about service users, members, staff, volunteers and other personnel
- Promote Hepatitis Victoria's services to outside agencies and individuals
- Seek opportunities to promote the program including the dissemination of outcomes, through journals, consumer publications and relevant conferences.

6. KEY SELECTION CRITERIA

Note: *applicants who do not have all of the skills and experience listed below are still encouraged to apply for the position, as on the job training and support will be provided if required, to right applicant.*

If you would like to discuss your interest prior to submitting an application, you are encouraged to call Garry Irving on Phone: (03) 9385 9109 or Mobile 0417 511 691.

Essential

- A current driver's license valid for the State of Victoria. It is a condition of employment that a driver's license remains current during employment
- A capacity to obtain security clearance to access both public and private prison systems in Victoria.

Highly desirable

- A demonstrated understanding and knowledge of Aboriginal culture and society
- A track record of success in working within a community controlled framework in Aboriginal communities or a willingness to do so
- Experience in working with key Aboriginal organisations in Victoria
- At least one year of experience (paid or unpaid) in community development, health education, health promotion or related fields
- Demonstrated ability to work independently, as well as part of a team.
- The ability to plan and prioritise workload within a busy and demanding environment
- Well developed communications skills and the ability to network with individuals from other organisations or groups in order to share ideas and collect information
- Applicants must have the capacity to travel when required to rural areas and occasionally interstate and to stay overnight if necessary.

Desirable

- An understanding and/or experience of issues relating to injecting drug use/viral hepatitis in Aboriginal communities in Victoria
- Experience in program development, implementation and evaluation, and a proven capacity to deliver against key performance targets and timelines.
- Computer skills appropriate to report writing, development of PowerPoint education sessions and other basic office functions.
- An understanding of the principles of adult education and group facilitation within Aboriginal communities.

7. APPLICATIONS

Applications should be made in writing, addressing the Key Selection Criteria.

Applications close at 5-00 pm on Friday 17 February 2012 and should be forwarded to:

Garry Irving
Programs Manager
Hepatitis Victoria
Suite 5, 200 Sydney Road
BRUNSWICK 3056

or via email to garryi@hepvic.org.au