

POSITION DESCRIPTION

Officer – Population Health and Community Development (Identified Aboriginal / Torres Strait Islander Role)

Primary Objective

The Position will support the development, implementation and evaluation of innovative and evidence-based:

1. Health promotion projects and education workshops that build a greater understanding of HIV, Blood Borne Viruses (BBVs) and Sexually Transmissible Infections (STIs).
2. Community development aimed at the LGBTIQ+ community (aged 12-25 years) in metro and regional WA to build their resilience and capacity, whilst empowering the broader community to actively address issues that impact these young people's lives.
3. Fee for service activities in response to community, workforce and corporate requests not covered by formal funding contracts.
4. Community engagement and health promotion specifically tailored to Aboriginal and/or Torres Strait Islander communities, with an emphasis on cultural safety, self-determination, and capacity-building in relation to LGBTIQ+ identities, sexual health, and harm reduction.

The position will work collaboratively to lead a range of existing and new health promotion and community development projects, and to develop and facilitate education workshops. While the primary focus will be working with Aboriginal and Torres Strait Islander communities, the role will also involve working with other populations, including the healthcare workforce, people living with HIV, LGBTIQ+ people, people from Culturally and Linguistically Diverse (CALD) backgrounds, sex workers, and people who inject drugs.

All Officers will maintain a primary focus to their work, with the ability to support and engage in broader projects as possible. The primary focus of their role is determined by funding obligations and location of role.

Organisational Context

Established in 1985, WAAC is a non-profit organisation, primarily funded by the WA Department of Health. WAAC's purpose is to optimise the health and wellbeing of all, through reducing the impact of stigma and discrimination, improving access to health services and information and reducing transmission of HIV, STIs and BBVs.

WAAC has been involved with the LGBTIQ+ community since its inception. However, a focus for support of LGBTIQ+ young people began in 1994, with the commencement of the Freedom Centre – an LGBTIQ+ peer led safe space. Freedom Centre, funded by the WA Mental Health Commission, has continued to operate to the present day, while continuing to adapt to the ever-changing needs of LGBTIQ+ young people. Freedom is in an exciting time of growth and development, requiring the current service to establish its own strategic business stream, to work alongside, partner and complement the other four strategic business streams within WAAC.

Position Accountability

The position reports and is accountable to the Coordinator – Health Promotion or Manager – Population Health and Community Development. The position is guided by written policies and procedures of WAAC and other relevant legislation.

Responsibilities / Key Tasks

This position is responsible and accountable for but not limited to, the following:

Foster a Positive Culture

- Promote inclusivity, where all members of the team are recognised and appreciated for their unique perspectives and experiences.
- Work in alignment with the values and purpose of WAAC.
- Create psychological safety through clear, honest, consistent, value driven work that accepts and encourages learning from mistakes.
- Communicate needs, expectations and feedback in a respectful, constructive, professional and encouraging manner.
- Acknowledge great work by colleagues.
- Support WAAC wide service delivery where needed, including the needle and syringe exchange program, WAAC shop and outreach at community events (e.g., Pride Fest, Leavers, World AIDS Day).

Community Engagement and Education

- Support the development, implementation, and evaluation of Health Promotion and education projects to diverse audiences in a variety of settings including schools, Registered Training Organisations, healthcare facilities, corporate and community-based settings. Topics include, but not limited to sexual health, STI and BBV prevention, sexual consent, LGBTIQ+ inclusion, drug and alcohol harm reduction.
- Support the development, implementation, and evaluation of strategies that will increase the availability and accessibility to a range of LGBTIQ+ led/LGBTIQ+ inclusive community supports services and improve efficiency and effectiveness.
- Assist in co-design processes and the delivery of projects in partnership with communities to build the capacity and respond to topics relevant to STIs, BBVs, sexual health, AOD harm reduction and LGBTIQ+ inclusion.
- Implement and evaluate community engagement and awareness activities including stalls at community events, social events, conferences and other settings.
- Assist in identifying and addressing barriers affecting LGBTIQ+ communities, people living with HIV, and people who use drugs, through awareness-raising and stigma-reduction activities.
- Report on workshop and outreach activities to meet WAAC's reporting requirements.
- Deliver and evaluate educational content that supports fee for service requests.

Stakeholder Management

- Establishes relationships, as directed by the Coordinator, and engages in networks to facilitate consultation and collaboration between stakeholders, consumers, carers, peer workers other health industry bodies, community groups, government and non-government bodies.
- Develop and maintain relevant stakeholder and community relationships, under the direction of the Coordinator.
- Support the facilitation of community-based consultations.

- Participate in sector networks and forums to share information and experience.
- Represent WAAC services and facilitate corporate volunteering events.

Resource Development

- Develop and implement the promotion and marketing of health promotion, community and education activities to increase reach and uptake.
- Support the development, distribution and evaluation of health promotion and awareness campaigns and resources which have printed and digital elements.
- Update existing health promotion and education resources such as LGBTIQ+ inclusive services and testing information and directories as directed.

Additional Responsibilities

- Ensure target, performance and evaluation indicators are achieved in accordance with organisation objectives and contracted targets.
- Support Fee for Service needs as required, including trainings, workshops and corporate volunteering opportunities.
- Support other members of team as required.
- Participates in continuous quality improvement and risk management strategies.
- Some regional travel may be required.

Selection Criteria

Essential

- Aboriginality is an essential criterion and is provided for in accordance with section 50(d) of the *Equal Opportunity Act 1984* (WA).
- A relevant tertiary qualification in health promotion, sexual health, public health, community development, and/or experience in health promotion, training or community development settings.
- Experience developing, implementing, and evaluating evidence-based health promotion projects including education-based workshops and/or conducting outreach in a variety of settings to engage and educate community members and key workforce sectors.
- Demonstrated experience engaging Aboriginal and/or Torres Strait Islander communities through culturally safe and strengths-based approaches in community development and/or health promotion.
- Demonstrated knowledge and understanding of LGBTIQ+ issues and intersectionality, particularly the challenges faced by Aboriginal and Torres Strait Islander LGBTIQ+ young people.
- Demonstrated ability to build and maintain effective relationships with internal and external stakeholders to develop projects that achieve mutual goals.
- Ability to manage time effectively, balance competing work priorities and meet deadlines.
- Promote a safe and healthy working environment that complies with OSH/risk requirements.
- Current Western Australian Driver's License and the ability to drive fleet vehicles.
- National Police Clearance (within the last 6 months).
- Excellent written and presentation skills.
- Excellent interpersonal skills including the ability to form strong working relationships with colleagues and build credibility and rapport with stakeholders.
- A demonstrated ability to use Microsoft software packages and appropriate databases.

Desirable

- An understanding of sexual health and blood-borne viruses.
- Experience in evaluation, measurement and analysis frameworks including the use of relevant software.
- Lived experience and/or understanding of the needs of people from diverse backgrounds including Culturally and Linguistic Diverse (CALD) and Aboriginal and/or Torres Strait Islander, and/or people living with HIV.

Hours of Work

This is a 0.8 FTE position. The standard working week is 37.5 hours, Monday to Friday delivered between the hours of 8.30am and 5.00pm unless otherwise negotiated in the contract. Work outside of these hours is occasionally required.

Conditions of Employment

Conditions of employment are based on those of the Social and Community Services (Western Australia) Interim Award 2011. This position is subject to an initial three-month probationary period.

Equal Employment Opportunity and Substantive Equality

WAAC is committed to achieving a diverse workforce and strongly encourages applications from Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds, People Living with HIV, people of diverse sexuality and/or gender and people with disabilities.

WAAC is also committed to substantive equality by striving to achieve equitable outcomes as well as equal opportunity. We take into account the effects of past discrimination and recognise that rights, entitlements, opportunities and access are not equally distributed throughout society. Substantive equality recognises that equal or the same application of rules for certain groups can have unequal results.

Position Level

This position is currently a Social and Community Services (Western Australia) Interim Award 2011 - Level 4. Salary packaging is also offered.

Position training requirements

The following training is required to fulfil position duties as stated in the position description and to be completed on the commencement of tenure.

Program Title	Mandatory	Optional
Cultural Awareness	X	
Diversity in the Workplace	X	
HIV, STI and BBV	X	
Mandatory Reporting in Child Protection (WA)	X	
National Principles for Child Safe Organisations	X	
Sexual and Sex-Based Harassment Awareness	X	
Work, Health and Safety Awareness	X	
Workplace Bullying and Occupational Violence	X	

Acknowledgement

The information contained within this position description is intended to describe in general the nature and level of work being performed by incumbents in the assigned position. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the incumbent. From time to time, the incumbent may be required to perform duties outside of their normal responsibilities as required and directed.

Signing this Position Description Indicates an Agreement and Acceptance of the content and conditions.

Employee Name:	Supervisor Name:
Employee Signature:	Supervisor Signature:
Date:	Date: