

## Position description

## Community Engagement & Projects Officer LGBTIQA+

<b>Award &amp; grade:</b>	SCHADS Community Development Worker Class 2
<b>Salary range</b>	Level commensurate with skills and experience (as per AWARD)
<b>EFT</b>	0.6
<b>Reporting to</b>	Alison Coelho, Co manager CEH, Manager MHSS
<b>Accountable to</b>	CEO
<b>Tenure</b>	2 year contract
<b>Direct reports</b>	Nil
<b>Location</b>	23 Lennox Street Richmond 3121
<b>Date issued</b>	March 2019

### Organisation profile

**The Centre for Culture, Ethnicity & Health (CEH)** is a unique agency offering expertise in cultural diversity and health, cultural competence, social marketing, cross-cultural communication and consumer participation and health literacy to organisations across Australia.

We assist other organisations to provide a high quality of service to clients from migrant and refugee backgrounds. Our clients include hospitals, government departments, local councils, health centres, community services and higher education providers. We support them with training, social marketing services, advice, resources and information.

**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 which are identified through surveillance data and other risk factors, to improve their access to information, testing, care and support. MHSS also works with service providers to build capacity to design and implement culturally competent and inclusive services that provide appropriate care and support to people from refugee and migrant backgrounds.

**Multicultural Drug Support (MDS) is a program of CEH.** We work collaboratively with ethnic communities to improve health literacy regarding alcohol and other drugs. The program was established in response to unmet community needs including the lack of culturally sensitive support for whole families regarding AOD and mental health issues post arrival. Current capacity has limited the focus of the program to community education sessions. There is a growing need for the program to work more intensely with individuals and families.

## Position objectives

The role will build strong relationships with people from refugee and migrant backgrounds, asylum seekers and mobile populations (international Students) who also identify as GLBTIQ. The role will lead safe and inclusive 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 including internal students
- Drive innovative strategies to engage and maintain relationships with CALD LGBTIQ+ community members
- 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 and healthy relationships
- Sound understanding of peer led models of practice
- Proven track record of establishing and maintaining stakeholder relationships
- Experience working with young people, gender diversity, international students and people who use alcohol and other drugs from CALD backgrounds

- 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 including Mandarin, Thai or Vietnamese

#### Qualifications \ Registration requirements

- Relevant qualifications in diversity and health promotion, youth work, community development, preventing intimate partner violence or relevant field
- Experience in sexual health, communicable diseases, chronic disease health management, health relationships or other relevant health and social areas
- 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:

**Alison Coelho** | Co- Manager, CEH | (03) 9418 9909 | [alisonc@ceh.org.au](mailto:alisonc@ceh.org.au)

[www.ceh.org.au](http://www.ceh.org.au)