Position Description

Vietnamese Volunteer Peer educator

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| **Reporting to** | Aditi Sharma Community Engagement and Projects Officer MHSS |
| **Accountable to** | Piergiorgio Moro Coordinator MHSS |
| **Day/Time** | To be negotiated |
| **Location** | Community based |
| **Date issued** | 18 August 2021 |

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 includes a fee-for-service arm as well as the Multicultural Health and Support Service (MHSS) that focuses on health service delivery and sexual health and blood borne viruses (including viral hepatitis). Another CEH program is the

Multicultural Alcohol and Drug Partnership (MDAP) which aims to support young people from the South Sudanese community who are experiencing harm from alcohol and drug use. The program focuses on working with young people, their families and the broader community using health promotion, harm reduction and a community development framework.

CEH is part of **North Richmond Community Health**, an agency committed to making healthcare more accessible and culturally relevant. The volunteer reports to MHSS but is required to meet the expectations of North Richmond Community Health (NRCH).

Position Objective

The position will contribute to the achievements of the organisation’s aims and objectives by;

* Assisting in the implementation of a peer education program by the Multicultural Health and Support Service (MHSS). The Peer Educator will attend orientation and training sessions, and contribute to the development of session content for the Vietnamese community. After completing the training, they will facilitate sessions within the Vietnamese community in either English or Vietnamese.
* Working with other Peer Educators from the Vietnamese community.

MHSS is looking to recruit 2 men and 2 women for this role. Individuals 18 years or older who speak Vietnamese and English are encouraged to apply.

Key Responsibilities

* Attend training sessions as agreed between the Peer Educators and Project Officer.
* Assist in the development of the content for the community sessions.
* Work closely with other Peer Educators to organise and deliver information sessions, including the recruitment of participants.
* Facilitate the group sessions with members of the Vietnamese community in Various Suburb locations.
* Work closely with the Project Officer to undertake project activities and events.
* Document feedback about the sessions to the Project Officer.
* Undertake evaluation during the program with guidance from the Project Officer.
* Participate in external evaluation process at the end of the program.
* Work in a culturally sensitive manner and maintain participants’ confidentiality.

Essential Attributes and Qualities

***Essential skills***

* Currently working with or have experience working with community groups.
* Ability to commit to the project and its evaluation during the program (for approximately a period of six months) and a follow up evaluation after the program is completed.
* Willing to learn and share information about blood borne viruses (e.g. Hepatitis B and C).
* Must have a reliable mobile phone to receive and make phone calls for the duration of the project.
* Ability to work outside of usual business hours, after hours and on Saturdays.

**Essential attributes**

* Ability to speak English and Vietnamese.
* Ability to read and write fluently in English.
* High-level interpersonal, verbal and written communication skills
* Ability to work under limited supervision and also as part of a team.

**Desirable**

* + Have access to a vehicle.

Benefits:

Volunteers will have access to the following resources:

* + Relevant e-Learning provided by CEH to support their work and build their knowledge and skills in cultural competence, health literacy and plain English writing.
  + Skill development sessions with experienced presenters and facilitators to ensure confidence in delivering sessions
  + Content knowledge development sessions where the basic knowledge about Hepatitis B and C are discussed.
  + Working alongside experienced facilitators who will support your work with communities
  + Opportunities to debrief and learn after each session
  + Developing skills and participating in evaluation

Other conditions

All volunteers of North Richmond Community Health Ltd are required to follow common conditions:

* In the case of inability to attend a rostered session, the Volunteer will undertake to contact their direct supervisor as soon as possible.
* Due to the resources required for training it is preferable that prospective volunteers commit to MHSS / NRCHL for at least a period of six months or until project is completed.
* All position descriptions are open to periodic review by Management in consultation with volunteer staff concerned.
* The successful applicant may be required to perform other duties as requested, in accordance with training, skills and experience.
* NRCHL provides a smoke-free environment, including within vehicles.

For additional conditions which cover all staff of the Organisation please refer to the NRCHL Policy and Procedures Manual in particular the Volunteer Coordination Program Policy and Code of Conduct.

### NRCHC IS AN EQUAL OPPORTUNITY EMPLOYER

### NRCHC IS A SMOKE-FREE WORKPLACE

Further Information

For enquiries relating to this position, contact:

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Community Engagement and Projects Officer

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