

Harm Reduction Victoria

Position Description

Health Promotion Officer – Workforce Focus

Health Promotion Officer – Workforce Focus

Note: This position is a peer education role that includes but is not exclusively aimed at sector workforce support activities. HRVic is a peer organisation and peer education & support activities are our priority. Workforce training is focused on ensuring our community receives best practice, non-stigmatising services.

Hours per Week: 30.4 hours (0.8 EFT)

Award Classification: SCHADS 3-4 - Dependent upon personal and work experience & qualifications

1. Position objectives

- To work with sector partners to build skills, knowledge and attitudes that support blood borne virus prevention, testing and treatment for our community, and assist other organisations and their staff to work effectively with people who inject. (Workforce focus)
- To develop and deliver peer education about preventing blood born virus transmission, especially Hep C and HIV, to people who inject drugs
- To undertake health promotion activities for our community of people who inject drugs
- To help improve linkage to care and access to appropriate health and social services related to viral hepatitis such as testing & treatment for hepatitis C
- To build capacity in the community via peer volunteers and networks – the peer network project.

2. Key accountabilities:

a. Core duties

- To design, deliver and evaluate peer education, community development and other targeted health promotion
- To remain well-informed and up-to-date with developments relating to current treatment for hepatitis C and other blood borne viruses
- To design, deliver and evaluate workforce training for service providers
- To design, deliver and evaluate workforce training and capacity-building interventions to assist health and human service providers to understand the issues impacting on the health of PWID, including HCV, HBV and HIV and stigma
- Develop and deliver a personal workplan
- Meet all data collection and reporting requirements
- Contribute to the implementation and evaluation of the HRVic Health Promotion Plan
- Other duties as directed by the Executive Officer.
- Contribute to HRV's Health Promotion planning and activities.
- Contribute articles and or project updates to the HRVic quarterly magazine, *Whack*

Harm Reduction Victoria

Position Description

Health Promotion Officer – Workforce Focus

- Participate in the day-to-day running of the HRVic office as directed by the HRVic Manager

b. Team duties

- To be an active and contributing member of the HRVic team, fostering a healthy, collaborative and productive working environment and culture.
- Operate on-site needle and syringe program
- Maintain a high level of professionalism in the conduct of all work-related duties.
- Attend and contribute to HRVic staff meetings, and other relevant meetings, as required.
- Provide operational data and written reports of activities as requested.
- Participate in program evaluation activities.
- Represent HRVic at interagency meetings, conferences and forums.
- Participate in professional development and staff training, sharing relevant insights and developments with staff members.
- Assist with HRVic's organisational activities, including strategic planning, policy development and team building.
- Contribute to HRVic resources such as Whack Magazine, the HRVic website and social media platforms.
- Other duties deemed consistent with the function of the position by the Team Coordinator

3. Key relationships

Internal

- Health Promotion Team Coordinator
- Health Promotion Team
- Other HRVic Team Members
- Peer Network Volunteers
- Chief Executive Officer

External

- Community of People who inject drugs
- Community Health Sector
- Viral Hepatitis Sector

4. Key selection criteria

Essential:

- Demonstrated experience in the design, delivery and evaluation of peer education or other health promotion approaches with people who inject drugs.
- Demonstrated experience in the design, delivery and evaluation of workforce training and education.

Harm Reduction Victoria

Position Description

Health Promotion Officer – Workforce Focus

- A clear understanding of the health and social issues affecting our community, including hepatitis C transmission, natural history and treatment options.
- Personal experience of the health and social issues affecting people who inject drugs, ideally including hepatitis C.
- A demonstrated understanding of the principles of health promotion and of the social and structural determinants affecting the health of people who inject drugs and the impact of stigma and discrimination.
- A demonstrated understanding of evidence-based approaches and an ability to analyse and utilise research findings to inform workshops programs and educational resources
- Excellent written communication skills, experience in report and submission writing.
- Proficient computer skills and working knowledge of Microsoft Office 365
- Well-developed interpersonal communication skills, including the ability to relate to people from diverse backgrounds and lifestyles with respect and understanding.
- Capacity to set and alter priorities, manage stress and meet deadlines and to write your own workplan.
- Demonstrated maturity and reliability in the workforce.
- A commitment to operating with a high degree of professionalism and personal integrity within a harm reduction and community development framework.
- A current, valid driver's license, or a commitment and capability to obtain one within 3 months.

Desirable

- Academic or vocational qualifications in a discipline relevant to the role.
- Experience in volunteer management
- Certificate IV in Training and Assessment
- Relationships and networks within the affected community of people who inject drugs and/or those affected by hepatitis C or HIV.