

## Harm Reduction Victoria

### Position Description

Health Promotion Officer – *Community Focus*

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**Hours per Week:** 30.4 hours (0.8 EFT)

**Award Classification:** - Dependent upon experience

#### 1. Position objectives

- To develop and deliver peer education about preventing blood borne 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 undertake community development activities
- To help improve access to appropriate health and social services related to viral hepatitis such as testing & treatment for hepatitis C
- To build capacity in community via peer volunteers and networks.

#### 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
- 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 HRVic's Health Promotion planning and activities.
- Contribute articles and/or project updates to the HRVic quarterly magazine, *Whack*
- 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.

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- 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.
- 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.
- A demonstrated understanding of evidence-based approaches and an ability to analyse and utilise research findings to inform workshops programs and educational resources
- Above average written communication skills
- 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.

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- 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
- Experience in report and submission writing.
- Relationships and networks within the affected community of people who inject drugs and/or those affected by hepatitis C or HIV.