**ACON is here to improve the health of the LGBTI community.**

**Why work for ACON?**

ACON is an inclusive employer offering a colourful, nurturing and fun workplace.

Diversity and inclusion are at the core of who we are, they are strengths that we celebrate and demonstrate through our workforce and the delivery of all of our programs and services.

Our staff and volunteers are the foundation for our ongoing effectiveness and we are committed to their professional development and engagement. Our philosophy is “Employability for Life.” We don’t just help you excel at this job, we also help to build capabilities that support your future career development.

In addition, we offer flexible working arrangements and generous array of entitlements above and beyond the National Employment Standards (NES) including:

1. a **35 hour working week** (38 hours per week under NES);
2. an **extra week of paid leave** to be taken during our Christmas and New Year’s shutdown period
3. **12 days of paid personal leave** per year (10 days under NES)
4. **3 months Long Service Leave of at 10 years of service** (2 months at 10 years under NES)
5. **Five days of paid bereavement/compassionate leave** (2 days under NES)
6. **14 weeks paid parental leave** in addition to the government arrangement
7. **Paid Additional Health Care Leave** for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave).
8. **Option to purchase additional Annual Leave** beyond the 4weeks mandated
9. **Education Leave of up to 70 hours** per annum
10. **Severance pay** in excess of the NES, in the case of redundancy.
11. **Salary Packaging** up to $30,000 gross up value (ie currently up to $15,899 tax free)
12. **Employee Assistance Program (EAP)** - Access to a comprehensive counselling service free to employees

For more details about working at ACON, click [here](hhttps://www.acon.org.au/wp-content/uploads/2019/04/14515105_acon_enterprise_agreement_2018-2021_consolidated.pdf) to download the ACON Enterprise Agreement.

**How do I apply?**

You only need to email us three documents in MS-Word or PDF format at [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

**1) An ACON Application Form**

*You can download this at* [*www.acon.org.au/jobs*](https://www.acon.org.au/wp-content/uploads/2018/08/ACON_Employment-Application-Form.pdf)

**2) Your Cover Letter outlining your Claim against the Selection Criteria**

*Tell us how you meet each of the Selection Criteria in the Position Description in detail.*

*Address all of the Selection Criteria as outlined in the following position description.*

*Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.*

*To do this, address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.*

*Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.*

**3) Your Resume**

*Tell us about your previous employment and your education. Be sure to include:*

* *Your* ***Name*** *and* ***Contact details***
* *Your* ***Education*** *including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.*
* *Your* ***Work Experience*** *including jobs, internships, and volunteer work. If you have just recently finished high school, you might also include extracurricular activities such as clubs or sports.*

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview you will be contacted by the chairperson of the selection panel and invited to an interview. Your interview may take the form of a question and answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The chairperson will let you know the format of the interview and any documents, presentations or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-2 business days acknowledging receipt of your application. Your application will then be reviewed and we will contact you within 1-2 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview.

Otherwise, we will contact you by email to advise you that your application has been unsuccessful on this occasion. If you are not selected for an interview, this is when you will receive an email from our HR Team informing you that your application was not successful on this occasion. Don’t get discouraged if you do not get an interview - you can always apply again when we have another job that catches your eye!

If interviewed, you will be informed of your interview outcome within 5 working days; however this may vary depending on the number of applicants.

**Position Title:** Community Health Promotion Officer

Gay Men’s Sexualised Drug Use

**Work Level:** Operational

**Reports to:**

Manager, Peer Education Programs

**Position Overview**

This role will develop, implement and evaluate peer-based programs and services aimed at ensuring optimal sexual and general health outcomes for same-sex attracted men who engage in sexualised drug use practices and/or are living with HIV. This work will involve creating an online referral system for same-sex attracted men who engage in sexualised drug use, and coordinating/implementing peer support programs, workshops, forums and events, which focus on harm reduction, sexual health, general health and wellbeing, and HIV support. A key part of this role will be training and coordinating a team of volunteers with the skills and knowledge base to facilitate these peer education services; and establishing strong relationships and partnerships with other services, clinicians, researchers, and experts in the field.

**Main Activities**

* Coordinate peer education services and programs for same-sex attracted men of all ages who engage in sexualised drug use, including:
  + Develop and implement an online referral system for same-sex attracted men who engage in sexualised drug use practices
  + Monitor, evaluate and continually update/improve the online referral system based on feedback from community members and key stakeholders
  + Develop clear and appropriate referral pathways with follow up mechanisms
  + Develop, implement and evaluate peer workshops, forums and events that focus on sexual health, HIV prevention, harm reduction, and any other health concerns in relation to sexualised drug use
  + Provide volunteers with the skills, knowledge base and support to use the online peer referral system, and facilitate peer education programs on sexual health, HIV prevention, testing and harm reduction
* Support HIV programs by working alongside the HIV projects health promotion officer to deliver peer education programs and services:
  + Support the implementation of workshops, forums and events that are focused on HIV support
  + Support the HIV project officer train and coordinate a team of volunteers that provide ongoing support for same-sex attracted men living with HIV
* Develop and maintain stakeholder relationships and partnerships, and work to develop referral pathways and services providers for our communities
* Support ACON’s HIV testing initiatives, including the provision of HIV point of care tests.
* Maintain an up-to-date awareness and knowledge of the epidemiological and social/behavioural research regarding same-sex attracted men in terms of sexualised drug use, sexual health, general health and HIV.
* Plan, schedule, develop, deliver and evaluate health promotion activities/materials to achieve established goals and objectives in line with the ACON business plan.
* Develop, deliver and evaluate ongoing online community engagement, especially through social media platforms.
* Cooperate with ACON staff, community stakeholders and clients in developing, accessing and modifying program services/materials to meet the needs of the target populations.
* Identify client’s needs and provide appropriate support or referral.
* Maintain appropriate and timely statistics, administrative records and written reports.
* Manage, support, train and evaluate volunteer workers.
* Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria:**

## Essential:

* Demonstrated understanding of the sexual and general health issues and information needs of same-sex attracted men that engage in sexualised drug use
* Demonstrated understanding of the health and support needs of people living with HIV
* Proven experience in group facilitation and/or one-on-one peer support
* Highly developed digital skills, with demonstrated experience in using content management systems, online engagement and social media management
* Highly developed oral, organisational, and interpersonal skills, with demonstrated experience in community engagement.
* Highly developed written skills with the ability to develop health project proposals
* Demonstrated ability to network with a range of stakeholders, including clients, volunteers, management and other relevant organisations.

**Desirable**

* A current NSW driver’s licence.
* Relevant qualification in health promotion and/or community development or associated fields and/or demonstrated depth of successful experience in working with same-sex attracted men who engage in sexualised drug use
* Experience working on website design platforms

**Additional Information**

This is a full time position (35 hours/week).

The salary range for this position is $60K - $70K gross per annum plus superannuation and leave loading commensurate with skills and experience. You may also elect to salary package a portion of your salary (up to $30,000 gross-up value) tax-free.

For further information regarding this position, please contact Tim Wark on 02 9206 2000.

Applications close 5pm 27 May 2019.