

A GUIDE FOR JOB APPLICANTS

ACON is Australia's largest health organisation specialising in community health, inclusion, and HIV responses for people of diverse sexualities and genders.



Community Health Promotion Officer - Asian Gay, Bi+, Queer Men

- Full-Time Ongoing Position
- Work to improve the health and wellbeing of gay, bi+ and queer men of Asian Cultural Backgrounds (trans and cis) in greater Sydney.
- Perfect entry opportunity for those who are looking to work in community health!
- Join a diverse and passionate team that works hard to create change for our communities

The Role

We are looking for an enthusiastic person who is passionate about using their lived and professional experience to improve the sexual health and wellbeing of gay, bi+ and queer men of Asian cultural background (trans and cis) across NSW.

This role is responsible for:

- Running workshops and events which support the health needs of Asian gay, bi+ and queer men (trans and cis) living in great Sydney.
- Designing, updating, planning, running and evaluating of a range of health promotion activities such as workshops and forums.
- Support a team of committed and passionate volunteers who work with you to deliver ACON's health initiatives.

The Team

You will be joining a diverse and dynamic team that works hard to improve equity and health outcomes for all within our community. If you are passionate about making a difference and are interested in community health and wellbeing, apply below!

What you will need to apply:

- ✓ Knowledge and understanding of the issues and challenges facing Asian gay, bi+ and queer men who have sex with men living in Greater Sydney.
- ✓ Experience in peer-group facilitation, training, and/or public speaking.
- ✓ Good communication skills, with the ability to work with different styles of communication.
- ✓ Computer literacy skills (Microsoft word, excel and PowerPoint).
- ✓ Good time and project management skills.
- ✓ Understanding of and commitment to ACON's communities, particularly people living with HIV/AIDS.
- ✓ Applicants must be able to provide evidence of full and current Covid 19 Vaccination.

Total Remuneration Package: \$72,008 to \$75,417 includes superannuation and leave loading, commensurate with skills and experience. Salary Packaging up to \$30,000 gross up value (i.e. currently up to \$15,899 tax free).

All applications must include:

1. a completed ACON application form;
2. a document addressing the selection criteria (max. 4 pages); and
3. your resume (max. 3 pages)

For further information regarding this position and to receive a job information pack, please contact: Harrison Sarasola on hsarasola@acon.org.au.

Applications close Thursday 2nd December 2021.

ACON is an EEO employer. As part of our commitment to creating a diverse and inclusive workplace, people with HIV, and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

www.acon.org.au

Position Description

Position Title: Community Health Promotion Officer - Asian Gay, Bi+, Queer Men

Work Level: Operational

Reports

Team Leader, Peer Education Programs

Position Overview

The position is responsible for the development, implementation, and evaluation of health promotion programs for gay, bisexual+ and queer men who have sex with men (GBQMSM) of Asian cultural backgrounds aged 18+, with an aim to develop personal skills and knowledge to enable them to make informed choices about HIV and their broader sexual and general health.

A key part of this role is focused on developing the skills, knowledge and capacity of both community members and community leaders broadly within GBQMSM Asian communities. Key to the success of this role will be the ability to connect and empower the volunteer base of Asian GBQMSM to participate in health-related programs.

Main Activities

- Develop, implement, and evaluate HIV and sexual health promotion and community development activities including outreach, workshops, and a volunteer support programs.
- Providing services and programs to GBQMSM men of all ages who are from Asian cultural backgrounds, including:
 - Running workshops and events for same-sex attracted men of all ages on sexual identity, coming out, relationships, the gay, bi+, queer community, sex and sexual health, HIV and other issues that may concern same-sex attracted men, within the inner-city and greater Sydney area.
 - Developing, delivering, and evaluating a range of activities including online health promotion activities, forums, events, and other health education resources.

- Working in collaboration with community organisers to train volunteers with the skills, knowledge base and support to facilitate health education workshops and events as part of ACON's ConversAsians and SocialisAsians groups.
- Develop, implement, and evaluate HIV and sexual health social marketing activities targeting GBQMSM who are from an Asian cultural background/s.
- Support key community research partnerships, such as the Gay Asian Men's Survey. This includes managing the training, management, and support of community recruiters.
- Ensure that all peer-based programs are inclusive of the needs of Transgender and Gender Diverse populations and develop specific programs as needed.
- Support ACON's sexual health testing initiatives, including the provision of rapid HIV tests.
- Maintain an up-to-date awareness and knowledge of the epidemiological and social/behavioural research regarding gay, bi+ and queer communities of men with a particular focus on gay, bi+ and queer guys from Asian cultural backgrounds.
- Collaborate with ACON staff, community stakeholders and clients in developing, assessing, and modifying program services/materials to meet the needs of the targeted client populations.
- Maintain appropriate and timely statistics, administrative records, and written reports.
- Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
- Develop, coordinate, and build Asian Gay Men's Project's online and social media strategies, including Asian Gay Men's Project Facebook page, a monthly e-newsletter and webpage within the ACON website.
- Participate in the ongoing work of the Culturally and Linguistically Diverse (CALD) Gay Men's Action Group.
- Contribute to the priorities and perform other duties to assist with the work of the HIV and Sexual Health Division as requested by your supervisor (or designate).

Selection Criteria:

When preparing a job application, please address both the selection and desirable criteria.

Essential:

1. Demonstrated understanding of the specific health needs of gay, bisexual, and queer men who have sex with men including young GBQMSM, Asian GBQMSM, and GBQMSM living with HIV.

2. Lived experience or intimate understanding of the health and support needs of GBQMSM migrants, international students and/or GBQMSM applying for visas.
3. Can speak/write in an Asian language fluently (Mandarin, Thai, Tamil, Hindi etc).
4. Experience in peer group facilitator, training, and/or public speaking.
5. Good communication skills, including written and verbal with the ability to adapt communication styles depending on the audience.
6. Computer literacy experience with the ability to use Microsoft Office
7. Understanding of and commitment to ACON's communities, particularly people living with HIV/AIDS.
8. Applicants must be able to provide evidence of full and current Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

Desirable:

1. Professional qualifications or work experience in health, welfare, human services, arts services, online engagement, management, or a related field.
2. Understanding of or experience in the use of social media platforms such as WeChat, Line, Facebook etc including a knowledge of how to utilise these tools to build and strengthen community engagement in health promotion.

Working at ACON

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver leading practice services to our communities.

We offer flexible working arrangements and a generous array of entitlements often above the National Employment Standards (NES) including:

- Salary Packaging up to \$30,000 gross up value (i.e. currently up to \$15,899 tax free)
- Generous leave entitlements (pro rata) include:
 - o An extra week of paid leave to be taken during our Christmas and New Year's shutdown period;
 - o 12 days of paid personal leave per year (10 days under NES);
 - o 14 weeks paid parental leave in addition to the government arrangement;
 - o Paid Family and Domestic Violence Leave,
 - o Education Leave of up to 70 hours per annum.
- Employee Assistance Program (EAP) - access to a comprehensive counselling service free to employees

How do I apply?

You must email us the following three documents in MS-Word or PDF format to vacancy@acon.org.au:

1) An ACON Application Form

You can download this at www.acon.org.au/jobs

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.

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, please address each criterion separately. 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:

1. Your **Name** and **Contact details**
2. 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.
3. Your **Work Experience** including jobs, internships, and volunteer work.

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 1-3 business days acknowledging receipt of your application. After the closing date of the vacancy, your application will then be reviewed, and we will contact to inform you of the result of the recruitment within 6-8 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. If you are not selected for an interview, you will receive an email informing you that your application was not successful on this occasion.