

POSITION DESCRIPTION



Position Title: Team Leader, Community Health Promotion Northern Rivers

Work Level: Team Leader/Professional

Reports to

Regional Manager, Northern Rivers

Supervises

Small team of staff plus volunteers

Position Overview

The Team Leader is responsible for the day-to-day supervision of the Community Health Promotion Team based in the Northern Rivers and Coffs Harbour, and oversight of community health promotion activities in the Mid North Coast and Far North Coast Local Health Districts. This includes the planning and delivery of ACON's health promotion campaigns and community development responses with lesbian, gay, bisexual, transgender, and queer (LGBTQ) and gender diverse communities and people living with HIV (PWH). This position involves travel within NSW.

Main Activities

- In consultation with the Regional Manager Northern Rivers manage and drive the successful delivery of health promotion services and activities to ensure key performance indicators (KPIs) and other deliverables are met.
 - Work in partnership with community based organisations, Local Health Districts and other relevant stakeholders to implement ACON's state-wide HIV prevention and other (LGBTQ) and gender diverse health promotion activities.
 - Plan, schedule and deliver targeted health promotion, peer education, community development and engagement activities with PWH and LGBTQ and gender diverse communities to achieve optimal reach across the Northern Rivers and Mid North Coast of NSW.
 - In conjunction with the Regional Manager, lead, support and implement the operation of a[TEST] Lismore, including participating as a Peer Worker in HIV/STI testing where required.

HUMAN RESOURCES USE ONLY		
APPROVED	Team Leader, Community Health Promotion Northern Rivers	9-12-2021
- Associate Director, Regional Services		
- Manager, HR		

- Coordinate LGBTQ and gender diverse and HIV education at community events, including the supply of safe sex equipment and ACON's campaign materials.
 - Ensure a comprehensive program of online outreach activities, including maintaining a social media presence and engaging in health promotion across other online mediums accessed by ACON's communities.
 - Maintain and strengthen partnerships between ACON and service provider partners, community businesses, venues, organisations and events, including through the provision of resources.
 - Identify opportunities for partnerships and collaboration with service provider partners, Primary Health Networks, community groups, venues, organisations and events to improve health outcomes for LGBTQ and gender diverse people and people with HIV.
 - Act as a gateway by making appropriate referrals to relevant ACON state-wide services, Local Health Districts or other service providers.
 - Build relationships with mainstream and community based services accessed by ACON's communities and provide inclusion training as needed.
- Manage, support and lead Community Health Promotion Officers (CHPOs) and volunteer workers to deliver established goals and objectives in line with the ACON Business Plan.
 - Provide regular formal supervision to CHPO's.
 - Ensure the health, safety and welfare of staff and volunteers through instruction, supervision and training in line with the organisation's WHS policies and procedures.
 - Ensure the timely collection, collation and provision of data in line with reporting requirements.
 - Manage the working and travelling hours and arrangements of CHPOs to ensure safe work practices and compliance with contracted work hours.
 - Assist in the development, implementation, evaluation and monitoring of health promotion activities and materials.
 - Assist with the development and implementation of strategies to adapt services and programs to meet community need.
 - Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).
 - Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.

Selection Criteria:

Essential:

1. Demonstrated well developed skill, expertise and experience in staff supervision, team leadership, performance evaluation and program management.
2. Proven ability to meet individual and team deadlines and manage workloads effectively when there are competing demands and timeframes, particularly when working independently or remotely.

3. Demonstrated successful experience in the development, implementation and evaluation of community development and health promotion programs within a community organisation context.
4. Demonstrated understanding of sexual and general health issues and the information needs of gay men and the LGBTQ and gender diverse community.
5. Proven ability to plan and undertake health promotion outreach activities across a wide geographical area and to provide appropriate client referrals as required.
6. High level interpersonal and communication skills including in written and verbal presentations and client and stakeholder liaison.
7. Strong planning and evaluation skills, including the capacity to analyse data and interpret and apply research and evaluation findings to meet community need.
8. Demonstrated high level skills in the establishment and management of a range of internal and external stakeholder relationships and a proven ability to manage stakeholder and community expectations and respond appropriately to competing demands and interests.
9. Understanding of and commitment to ACON's rural and regional communities, particularly people living with HIV.
10. Applicants must provide evidence of Covid 19 Vaccination, in addition to any other vaccination required to perform the role.
11. A current NSW driver's licence and ability to travel frequently.

Desirable

1. Tertiary qualifications in Administration, Management, Social Work, Community Development or Public Health and/or Education.
2. Commitment and capacity to support a[TEST] Lismore and where appropriate as a Peer Worker.