|  |  |
| --- | --- |
| **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**

**First Nations Health Programs**

This is a great opportunity for an Aboriginal and/or Torres Strait Islander person to join the First Nations Health Programs team at ACON and support the development, delivery and evaluation of health promotion programs and community initiatives for LGBTQ+SB Aboriginal and/or Torres Strait Islander Peoples.

* *A passion for improving the health and wellbeing of LGBTQ+SB Aboriginal and Torres Strait Islander Peoples and communities*
* *Build meaningful partnerships between ACON and Aboriginal and Torres Strait Islander Peoples, community organisations and government agencies*
* *Join a highly motivated and enthusiastic team that focuses on community engagement and empowerment across a range of LGBTQ+SB populations.*

**The Role**

We are looking for an enthusiastic and motivated Aboriginal and/or Torres Strait Islander person to join the First Nations Health Programs team at ACON. It’s a great opportunity if you are passionate about community engagement and improving health outcomes for LGBTQ+SB Aboriginal and Torres Strait Islander Peoples and communities.

**Aboriginal and Torres Strait Islander Health Programs**

The First Nations Health Programs is a state funded team that develops, delivers, and evaluates a range of health promotion programs and initiatives for LGBTQ+SB Aboriginal and Torres Strait Islander Peoples, with a particular focus on sexual health and HIV prevention

**We are looking for someone who:**

1. Identifies as Aboriginal and/or Torres Strait Islander.
2. Has a drive to support the health of LGBTQ+SB Aboriginal and Torres Strait Islander peoples and communities in relation to social, emotional, and cultural well-being.
3. Has experience and knowledge in community engagement and/or health promotion in relation to ACON’s communities, particularly:
	* Aboriginal and Torres Strait Islander people and communities
	* People of diverse sexualities and genders
	* People living with HIV and/or are vulnerable to HIV
	* Sex workers
	* People who use drugs.
4. Experience in the use of social media and other online tools and how to use these for community engagement
5. Has a commitment to working from a strength based and empowerment approach to community engagement and health promotion.
6. Has an interest and commitment in building ACON’s partnerships with Aboriginal and Torres Strait Islander community organisations and government agencies.
7. Has a current NSW driver’s licence and is happy to travel around NSW. Please note that this is not a requirement.

**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 innovative community engagement and health promotion programs and initiatives for our communities.

To support the successful candidate in their new role at ACON we are also offering the following:

* Tailored mentoring opportunities
* Opportunities for co-location with Aboriginal and Torres Strait Islander community organisations
* Flexible working arrangements
* Generous learning and development opportunities.

**Location**

**This position is a 5 day per week role (35 hours) on a full-time permanent basis, at the ACON Sydney or Hunter office. We also have flexible working options with some days in the office and some days at home.**

**Salary and Entitlements**

**The Community Health Promotion Officer position will be paid a total remuneration package (TRP) between $72,008 - $80,657** **(TRP includes superannuation and leave loading) commensurate with skills and experience.**

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 pro-rata leave entitlements including up to an extra week of paid leave for full time employees to be taken during our Christmas and New Year’s shutdown period
* Employee Assistance Program (EAP) - access to a comprehensive counselling service free to employees

**For more information about this position, you can text, call, or email:**

1. **Jinny-Jane Smith,** Team Leader First Nations Health Programs, on 0416 085 616 or JSmith@acon.org.au
2. **Tim Wark,** Manager Community Partnerships and Population Programs, on 0421 620 028 or twark@acon.org.au
3. **Call us** to arrange a chat at an ACON office or at a local coffee shop.

*Please download the Job Application Guide at* [*https://www.acon.org.au/about-acon/jobs/*](https://www.acon.org.au/about-acon/jobs/)

**Applications – Ongoing**

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](http://www.acon.org.au)

**How do I apply?**

Remember you are most welcome to contact us first and have a yarn about this position before putting in a written application.

Email us the following three documents to 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 Resume**

Tell us about your previous experience including any employment and education. Be sure to include:

1. Your **Name** and **Contact details**
2. Your **Work Experience** including jobs, internships, and volunteer work
3. Your interests, hobbies, clubs, or things you are passionate about
4. Your **Education** including any schools attended and courses completed

**3) 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 in this job.

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

**How does recruitment for this position work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application form, resume and claim against selection criteria. You will receive an email from our HR Team acknowledging that we have received your documents.

**2) Shortlisting**

Two or three people at ACON will review all the applications and offer informal interviews to people who demonstrate some or all of the things we are looking for.

**3) Interview**

If you are shortlisted for interview you will be contacted by Jinny-Jane Smith and they will invite you to participate in an informal interview process. The interview process may involve a couple of meetings over a week or two which will include:

* Tour of ACON including a breakdown of the Aboriginal and Torres Strait Islander Health Programs history
* Interview with a panel

To ensure you are comfortable, we will discuss this process in detail with you and let you know of anything 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 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 application, your 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 4-8 weeks after the application closing date.

If you are successful in gaining an interview, Tim Wark 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.

|  |  |
| --- | --- |
| ACON-RGB**POSITION DESCRIPTION** |  |

**Position Title:** Community Health Promotion Officer, First Nations Health Programs

**Work Level:** Operational

**Reports to:** Team Leader, First Nations Health Programs

**Supervises**: Project Volunteers (community members)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Overview**

This position works alongside the Team Leader, First Nations Health Programs to develop, implement and evaluate a range of community focused health promotion programs and initiatives for Aboriginal and Torres Strait Islander People of diverse genders and sexualities and/or who are living with or at risk of HIV.

**Main Activities**

* In collaboration with the Team Leader, plan, schedule, deliver and evaluate Aboriginal and Torres Strait Islander Health Programs key activities, materials, and resources to achieve established community health goals and objectives in line with the ACON Business Plan and funded KPIs.
* With the support of the Team Leader, deliver:
	+ peer-based health promotion programs and initiatives for Aboriginal and/or Torres Strait Islander Peoples
	+ Community engagement and empowerment initiatives with LGBTQ+SB Aboriginal and/or Torres Strait Islander communities and/or organisations.
* Using social media and other online tools to engage and strengthen community connection
* Continually build and enhance partnerships with key Aboriginal and Torres Strait Islander community organisations and government agencies.
* Participate as one of ACON’s representative on the 414 Close the Gap Working Group.
* Actively participate in and contribute to unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* With support, maintain appropriate and timely statistics, administrative records, and written reports.
* Support ACON’s sexual health testing initiatives through community-based, peer-led testing initiatives.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).
* Understanding of and commitment to ACON’s broader communities, particularly people with living with HIV, and their needs

**Selection Criteria**

**Essential:**

1. Aboriginality is a genuine requirement of this position as per Section 14 of the NSW Anti-Discrimination Act, 1977.
2. Understanding of factors impacting the health and wellbeing of LGBTQ+SB Aboriginal and Torres Strait Islander Peoples and communities.
3. Good communication skills, both written and verbal, with the ability to adjust style of communication to suit different audiences, including community members and stakeholders.
4. Experience in the use of social media and other online tools and how to use these to engage with and strengthen community connection
5. 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. Understanding of and commitment to ACON’s broader communities, particularly people of diverse genders and sexualities and or living with HIV.
2. Demonstrated experience in health promotion or community engagement with Aboriginal and/or Torres Strait Islander communities
3. Current Australian driver’s license and willingness to travel around NSW