**Community Health Promotion Officer (Regional Outreach)**

ACON provides services to people living with or affected by HIV (PLHIV), and to sexuality and gender diverse people. This position is responsible for planning and delivering health promotion and community development responses for people with HIV (PWH) and sexuality and gender diverse communities in regional NSW. This position involves frequent travel within NSW.

* Permanent, Part time position 35 Hours per fortnight (5 days a fortnight).
* Work to improve the health and wellbeing of our communities.
* ACON provides a colourful, nurturing, and fun workplace.

**ACONs Regional Health Promotion Services:**

ACON provides outreach to regional areas of NSW to extend the reach of our services, campaigns and health messages. We seek to provide a regular connection and build relationships with regional LGBTQ+ communities and people with HIV. Our outreach team is based in Sydney and visits regional NSW towns and sites regularly to undertake peer education, health promotion, and community development.

**The role’s main tasks and responsibilities:**

* Targeted evidence-based health promotion, community development and engagement activities with PWH and LGBTQ+ communities and individuals.
* Delivery of peer education in partnership with community-based organisations, Local Health Districts and other relevant stakeholders.
* Support the regional implementation of ACON’s state-wide HIV prevention strategy and other Key LGBTQ+ health promotion initiatives.
* Work in partnership with Aboriginal and/or Torres Strait Islander communities and services to meet the HIV and sexual health promotion needs of LGBTQ+ Aboriginal and Torres Strait Islander people, including brotherboys and sistergirls.
* Maintain and strengthen partnerships.
* Coordinate LGBTQ+ inclusion and HIV and sexual health outreach at community events.
* Implement a range of online outreach activities, including maintaining a social media presence, and engage in health promotion across other mediums accessed by ACON’s communities.
* Act as a gateway by engaging with community members, informing and facilitating referrals to ACON state-wide services, Local Health Districts, or other service providers.
* Support local ACON health and wellbeing services, including volunteering, education, group activities and HIV/STI testing, as peer workers.
* Actively participate in and contribute to an ongoing process of supervision, team meetings, quality improvement and professional development.

**Job Requirements (Skills and Experience):**

1. Demonstrated experience in the development, implementation and evaluation of community development and health promotion programs within a community organisation context.
2. Demonstrated understanding of sexual and general health issues and the information needs of gay men and the sexuality and gender diverse community.
3. Proven ability to plan and undertake health promotion outreach activities across a wide geographical area and to provide appropriate client referrals as required.
4. Ability to meet deadlines when working independently or remotely when there are competing demands and timeframes.
5. High level interpersonal skills including excellent written and oral communication skills and ability to work as a member of a team.
6. Demonstrated high level skills in the establishment and management of a range of internal and external stakeholder relationships and a proven ability to respond appropriately to competing demands and interests.
7. Understanding of and commitment to ACON’s rural and regional communities, particularly people with HIV.
8. Applicants must provide evidence of double Covid 19 Vaccination, in addition to any other vaccination required to perform the role.
9. A current NSW driver’s licence and ability to travel frequently.

**Salary**: $37,375 to $45,252 pa (total remuneration package including superannuation and leave loading) – commensurate with skills, qualifications, and experience.

You may also elect to salary package a portion of your salary (up to $30,000 gross-up value) tax-free.

**Location**: ACON’s Surry Hills (Sydney) Office, with frequent regional travel.

**Hours:** Permanent, Part-time (35 hours per fortnight).

For more information about the roles, please contact Gavin Prendergast, Manager Regional Outreach, [gprendergast@acon.org.au](mailto:gprendergast@acon.org.au) or (02) 9206 2114.

If this sounds like the position and organisation you’ve been looking for, find out how to apply at www.acon.org.au/jobs.

All applications must include:

1. a completed ACON application form;
2. a document addressing BOTH the essential and desirable selection criteria; and
3. your resume.

**Applications close: Sunday 23 July 2023**

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)

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| APPROVED: Associate Director Regional Services | Community Health Promotion Officer Regional Outreach | Jun 2023 |

**POSITION DESCRIPTION**

**Position Title:** Community Health Promotion Officer (Regional Services)

**Work Level:** Operational

**Reports To:**  Manager, Regional Outreach

**Direct Reports:**  This position does not have any employees reporting into it

**Position Overview**

ACON provides services to people living with or affected by HIV (PLHIV), and to sexuality and gender diverse people. This position is responsible for planning and delivering health promotion and community development responses for people with HIV (PWH) and sexuality and gender diverse communities in regional NSW. This position involves frequent travel within NSW.

**About ACON’s Regional Health Promotion Services:**

ACON provides outreach to regional areas of NSW to extend the reach of our services, campaigns and health messages. We seek to provide a regular connection and build relationships with regional LGBTQ+ communities and people with HIV. Our outreach team is based in Sydney and visits regional NSW towns and sites regularly to undertake peer education, health promotion, and community development.

**Main Activities**

* Targeted evidence-based health promotion, community development and engagement activities with PWH and LGBTQ+ communities and individuals.
* Delivery of peer education in partnership with community-based organisations, Local Health Districts and other relevant stakeholders.
* Support the regional implementation of ACON’s state-wide HIV prevention strategy and other Key LGBTQ+ health promotion initiatives.
* Work in partnership with Aboriginal and/or Torres Strait Islander communities and services to meet the HIV and sexual health promotion needs of LGBTQ+ Aboriginal and Torres Strait Islander people, including brotherboys and sistergirls.
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* Act as a gateway by engaging with community members, informing and facilitating referrals to ACON state-wide services, Local Health Districts, or other service providers.
* Support local ACON health and wellbeing services, including volunteering, education, group activities and HIV/STI testing, as peer workers.
* Actively participate in and contribute to an ongoing process of supervision, team meetings, quality improvement and professional development.
* Contribute to administrative and team activities to ensure the smooth operation of ACON Regional Outreach.
* Perform other related duties as requested by the Manager (or designate).

**Selection Criteria**

**Essential:**

1. Demonstrated experience in the development, implementation and evaluation of community development and health promotion programs within a community organisation context.
2. Demonstrated understanding of HIV, sexual health, and the general health issues and the information needs of gay, bisexual, and men who have sex with men (GBMSM) and the sexuality and gender diverse community.
3. Proven ability to plan and undertake peer education and health promotion outreach activities across a wide geographical area and to provide appropriate client referrals as required.
4. Ability to meet deadlines when working independently or remotely when there are competing demands and timeframes.
5. High-level interpersonal skills, including excellent written and oral communication skills and the ability to work as a member of a team.
6. Demonstrated high-level skills in the establishment and management of a range of internal and external stakeholder relationships and a proven ability to respond appropriately to competing demands and interests.
7. Understanding of and commitment to ACON’s rural and regional communities, particularly people with HIV.
8. Applicants must provide evidence of up-to-date Covid 19 Vaccination, in addition to any other vaccination required to perform the role.
9. A current NSW driver’s licence and ability to travel frequently.

**Desirable:**

1. Qualifications or a willingness to obtain qualifications in health promotion, public health, community development, healthcare, adult education, and/or a Certificate IV in Workplace Assessment and Training.

**How do I apply?**

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

**1) An ACON Application Form**

You can download this at [Work At ACON -ACON – We are a New South Wales based health promotion organisation specialising in HIV prevention, HIV support and lesbian, gay, bisexual, transgender and intersex (LGBTI) health](https://www.acon.org.au/about-acon/jobs/#work-at-acon-how-to-apply)

**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 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 People and Culture 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 People and Culture, 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, 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.