**Community Health Promotion Officer (Regional Services) -Hunter**

* *Permanent, Fulltime Position, 70 Hours per fortnight.*
* *Work to improve the health and wellbeing of our communities.*
* *ACON provides a colourful, nurturing, and fun workplace.*

***The Role***

*ACON provides services to people living with or affected by HIV, and to sexuality and gender diverse people (LGBTQ+ community). 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.*

***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 Hunter outreach team is based in Newcastle and visit l NSW towns and sites in the Hunter, Central Coast, New England, and Western NSW regions 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.*
* *Establish, 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**:   $74,000 to $90,000 pa (total remuneration package inc. 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.

**Hours:   Permanent,** Full-time, (70 hours per fortnight)

**Location**: *This position is located at the ACON Hunter office, Newcastle NSW.*

*For more information, questions, or if you would like to discuss this role, please contact:*

***Kage Gold****, Acting Regional Manager, Hunter,* [***kgold@acon.org.au***](mailto:gprendergast@acon.org.au) *or (02) 4962 7700*

***Milo Prado****, Acting Team Leader Health Promotion,* [***mprado@acon.org.au***](mailto:mprado@acon.org.au) *or (02) 4962 7700*

*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.*

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

**Applications Close** **30 October 2023 at midnight**

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)

**POSITION DESCRIPTION**

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

**Work Level:** Operational

**Reports To:**  Team Leader, Community Health Promotion, Hunter

**Direct Reports:**  Nil

**Position Overview**

ACON provides services to people living with HIV (PLHIV) or affected by HIV – and to sexuality and gender diverse people in NSW. Community Health Promotion Officer (CHPO) roles require both a community development focus, community engagement and the implementation of a range of initiatives that build health literacy, encourage recommended health behaviours, and engagement with health services.

This position is responsible for planning and delivering health promotion and community development responses for PLHIV and sexuality and gender diverse communities within Regional NSW. There is a requirement for people in these positions to travel frequently within NSW.

**Main Activities**

With a primary focus on HIV and STI prevention, and a more limited focus on ACONs inclusion and equity initiatives, CHPOs undertake the following:

* Targeted evidence-based health promotion, community development and engagement activities with PLHIV and sexuality and gender diverse communities and individuals to support informed health decisions and build supportive communities and service systems.
* Delivery of peer education in partnership with community-based organisations and groups, Local Health Districts and other relevant stakeholders to implement ACON’s state-wide HIV and STI prevention initiatives and other LGBTQ+ health promotion activities.
* Work in partnership with Aboriginal and/or Torres Strait Islander stakeholders to respond to the HIV and sexual health promotion needs of sexuality and gender diverse Aboriginal and Torres Strait Islander people, including brotherboys and sistergirls.
* Maintain and strengthen partnerships between ACON and service providers, community networks/groups, businesses, venues, organisations and events.
* Coordinate; HIV, STI, and LGBTQ+ education outreach at community events, volunteer participation, and the supply of safe sex equipment and health promotion campaigns.
* Implement a range of online outreach activities, including maintaining a social media presence and engage in digital and online health promotion across other mediums accessed by ACON’s communities.
* Act as a gateway by engaging with community members, informing and facilitating referrals to ACONs state-wide services, Local Health Districts, or other service providers.
* Amplify the voice of regional LGBTQ+ communities in research by promoting local research initiatives that inform health sector planning. Maintain knowledge of contemporary and emerging HIV, STI, and LGBTQ+ research and communicate findings to LGBTQ+ communities.
* Represent the needs of ACON’s communities among key stakeholders.
* As peer workers, support ACONs HIV, STI, and inclusion and equity capacity building work among mainstream and community-based services accessed by ACON’s communities.
* Contribute to administrative and team activities to ensure the smooth operation of ACON’s Regional Services.
* Maintain accurate records of health promotion activities, including the monitoring and evaluation of effectiveness.
* Set priorities, plan and organise work, and deliver on agreed outputs as defined in both the unit-level and individual-level workplans.
* Contribute to strategic planning.
* Implement assigned activities from ACON’s key strategic plans in line with other priorities, including the Reconciliation Action Plan, Multicultural Engagement Plan, and Trans and Gender Diverse Blueprint.
* Actively participate in, and contribute to, an ongoing process of supervision, building a positive team culture, information exchange and effective team meetings, quality improvement and professional development.
* Perform other related duties as requested by the Manager (or delegate).

Selection Criteria

Essential

* Demonstrated experience in the development, implementation and evaluation of community development and health promotion programs within a community organisation context.
* 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.
* 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.
* Ability to meet deadlines when working independently or remotely when there are competing demands and timeframes.
* High-level interpersonal skills, including excellent written and oral communication skills and the ability to work as a member of a team.
* 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.
* Understanding of and commitment to ACON’s rural and regional communities, particularly people with HIV.
* Applicants must provide evidence of up-to-date Covid 19 Vaccination, in addition to any other vaccination required to perform the role.
* A current NSW driver’s licence and ability to travel frequently.

Desirable

* 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. **Your completed ACON application form – with all the details filled in**
    2. **Your Cover Letter outlining how you meet the Selection Criteria**

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

Tell us how your skills and experience relate to the requirements of the role and how you’d 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.

* + 1. **Your Resume**

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

1. Your **Name**, **Contact Details** and preferred **Pronouns**.
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.