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

**Northern Rivers**

**Do you want to leap into a career that improves the health and wellbeing of the regional LGBTQ+ community?**

We are on the lookout for someone to join the Community Health Promotion team and play a vital role in HIV and STI prevention across the Northern and Mid North Coasts of NSW.

**What’s Community Health Promotion you say?**

ACON provides Community Health Promotion to regional areas of NSW to extend the reach of our health services, programs and campaigns. We seek to provide a regular connection and build relationships with regional LGBTQ+ communities and PLHIV or affected by HIV. Our outreach teams visit regularly to:

* Promote HIV and sexual health testing, treatment and care.
* Provide safe sex information and resources.
* Promote a positive experience of sexual health.
* Deliver information and education about HIV, sexual health, the LGBTQ+ experience and LGBTQ+ health.
* Support referrals to appropriate services within ACON and locally.
* Advocate for an informed, healthy, resilient and inclusive LGBTQ+ community.

**Ok, so what’s the role?**

The Community Health Promotion Officer role is to educate our communities by using existing ACON Health campaigns that focus on People Living with HIV (PLHIV) or affected by HIV and the LGBTQ+ community. You will:

* Deliver 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.
* 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.
* Maintain accurate records of health promotion activities, including the monitoring and evaluation of effectiveness.
* Represent the needs of ACON’s communities among key stakeholders.
* 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.
* 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.
* The role requires frequent travel across the NSW Northern and Mind North Coast regions.

**Who are we looking for?:**

* Someone driven to grow our following and foster a community through engaging conversations.
* Someone who takes initiative and can work autonomously within a collaborative team.
* Someone who can set priorities, plan and organise work, and deliver on agreed outputs as defined in both the unit-level and individual-level workplans.
* Someone eager to 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.

**What else can we tell you?**

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 offer:

* Flexible working arrangements.
* Generous learning and development opportunities.
* Potential for tailored mentoring opportunities.
* Supportive working environment with a knowledgeable and friendly team.

**What’s the remuneration and working details?:**

**Salary**: $66,749 to $80,817 (*Gross per-annum, PLUS* S*uperannuation and Leave Loading*) – commensurate with skills, qualifications, and experience.

**Location**: ACON’s Northern Rivers Office in Lismore NSW.

**Hours:** Permanent, Full-Time (70 hours per fortnight) on an ongoing contract.

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.

**How can I find out more details and apply?:**

If this sounds like you, we invite you to apply to join our team and help us make a meaningful impact on the lives of those we serve. By joining us, you will be part of a mission to create a healthier and more inclusive community.

We’d love someone who has experience already in this area but people at all levels of experience are absolutely welcome to apply. We highly encourage Aboriginal and Torres Strait Islander people, people from CALD backgrounds, people with disabilities, and people of all genders to apply.

For more information on the role, please contact Brad Bower, Regional Manager, Northern Rivers, [bbower@acon.org.au](mailto:bbower@acon.org.au) or Sharyn Marshall, Team Leader Health Promotion, [smarshall@acon.org.au](mailto:smarshall@acon.org.au) . By phone (02) 6622 1555.

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. Your completed *ACON Employment Application Form* – with all the details filled in where requested;
2. Your *Cover Letter* outlining how you meet the *Selection Criteria* (max. 3 pages); and
3. Your *Resume* (max. 3 pages).

**Applications close: Sunday 3rd December 2023**

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

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

|  |  |  |
| --- | --- | --- |
| APPROVED: Director of Regional Services | CHPO (Regional Services) Northern Rivers | Nov 2023 |

**POSITION DESCRIPTION**

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

**Work Level:** Operational

**Reports To:** Team Leader, Community Health Promotion (assigned regional team)

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

**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.

**About the Regional Health Promotion Team**

ACON provides outreach to regional areas of NSW to extend the reach of our health services, programs and campaigns.  We seek to provide a regular connection and build relationships with regional LGBTQ+ communities and PLHIV or affected by HIV. Our outreach teams visit regularly to:

* Promote HIV and sexual health testing, treatment and care.
* Provide safe sex information and resources.
* Promote a positive experience of sexual health.
* Deliver information and education about HIV, sexual health, the LGBTQ+ experience and LGBTQ+ health.
* Support referrals to appropriate services within ACON and locally.
* Advocate for an informed, healthy, resilient and inclusive LGBTQ+ community.

**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.

**Main Activities** (continued)

* 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:**

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/bi+/queer men (cis and trans) and the sexuality and gender diverse community.
3. Proven ability to plan and undertake health promotion outreach activities across a wide geographical area**,** including peer education, 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. **Your completed ACON application form – with all the details filled in**

You can download this at https://www.acon.org.au/about-acon/jobs

* + 1. **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 receipt of your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applications 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 Recruiting Manager 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 Recruiting Manager 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 qualified and capable of carrying out the duties of the position will be offered the role. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks, Proof of Vaccination 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 Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the People and Culture 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, and informing you of the date by which all successful applicants will be notified they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement, and for your interest in ACON, and encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.