
POSITION DESCRIPTION

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| Title: | Sexual Health & Blood Borne Virus Coordinator |
| Unit: | Public Health & Research Unit (PHRU) |
| Reports To: | Acting Manager, PHRU |
| Salary: | \$70,000 - \$80,000 per annum. VACCHO offers attractive salary packaging options. |
| Time Fraction: | Full Time |
| Location: | 17 – 23 Sackville Street Collingwood 3066 |

Organisational Context

VACCHO is Victoria's peak representative Aboriginal health body and champions community control and health equality for Aboriginal communities. We are a centre of expertise, policy advice, training, innovation and leadership in Aboriginal health. VACCHO advocates for the health equality and optimum health of all Aboriginal people in Victoria.

PHRU Vision

Empower Victorian Aboriginal people to redress health inequities through the use of culturally appropriate evidence based practice

PHRU Goals

1. Strengthen and support Members' programs using evidence based models that incorporate the unique cultural values and priorities of Victorian Aboriginal communities;
2. Assess and reflect on the effectiveness and impact of our work through culturally appropriate planning, implementation and evaluation;
3. Identify and develop translational research models that address Aboriginal health and social inequity;
4. Provide leadership in building community cross-sectoral partnerships that address Aboriginal population health priorities;
5. Support our Members' workforce to improve services to their communities;

Role Overview:

The purpose of this position is to provide training, health and promotion information around Sexual and Reproductive Health and Blood Borne Viruses to support, raise awareness and upskill the ACCO workforce.

Key Responsibilities

1. Provide support and training to Aboriginal health services and communities implementing sexual health/BBV programs
2. Promote testing and treatment programs within the Koori community, particularly to Aboriginal health services and designated health workers
3. Provide preventative and educational support and training on sexual health, STI's and Blood Borne Viruses, in a culturally appropriate manner
4. Liaise with Aboriginal health and other appropriate health services to establish and enhance referral pathways
5. Partner and collaborate with Government and other health and research institutions to further the aims of the program
6. Undertake other duties which are appropriate to the level of the position, as directed by the Team Leader and Unit Manager to meet unit objectives.

Key Standards Required Within VACCHO

Compliance with VACCHO Standards

- VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*)
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*)
- VACCHO is accredited and requires employees to understand the requirements of quality systems and continuous improvement (*ISO 9001*)
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations

Other Employment Related Information

- A National Police Records Check is required as a condition of employment.
- A Victorian Drivers Licence is essential as travel is required.

Key Selection Criteria

Essential

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control, including the ability to work with Aboriginal organisations and communities in culturally appropriate ways.
- Knowledge of, and an understanding of, sexual and reproductive health, and blood borne viruses, specifically how they affect Victorian Aboriginal communities.
- Ability to present training/education programs and information to broad audiences.
- Highly developed written communication skills, including the ability to develop quality literature and guidelines, written reports and correspondence in a clear and concise manner.
- Ability to identify and solve problems and provide appropriate

recommendations, including the ability to critique, advise and advocate to further to aims of the program.

- Demonstrated capacity to manage sensitive information, maintain confidentiality and impartiality at all times.
- Sound organisation and time management skills, including ability to plan and organise workload, set priorities and work to deadlines with minimal supervision.
- Demonstrated proficiency and experience using Microsoft applications (e.g. Microsoft Word, Excel, Outlook) combined with a high level of accuracy and attention to detail.

Desirable

- Identifies as Aboriginal and/or Torres Strait Islander