



Position Description

Title:	Project Officer, Social & Emotional Wellbeing
Unit:	Workforce and Wellbeing Unit
Reports To:	Manager
Time Fraction:	Full-time
Employment Status:	12 months maximum term
Salary Range:	Up to \$60,000
Location:	17-23 Sackville Street, Collingwood 3066

Organisational Overview

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.

VACCHO Strategic Goals

- Aboriginal Cultural Qualities
- Quality Workforce
- Quality Services
- Quality Infrastructure
- Quality policy and advocacy
- Quality Partnership & Networks
- Sustainability

Role Overview

The Social and Emotional Wellbeing (SEWB) Project Officer is responsible for working closely with Aboriginal workforces (mental health, SEWB, Alcohol and Other Drugs, Bringing Them Home, Link-Up Victoria and stolen generation) within Victoria to enhance their professional development.

Key Responsibilities

1. Conduct training needs analysis with the Victorian Aboriginal SEWB/Mental health workforces
2. Contribute to and provide Aboriginal cultural advice on social and emotional wellbeing and mental health policy, strategy development and implementation of policy initiatives.

3. Provide support and assistance to the Workforce & Wellbeing Unit relating to state wide support to the SEWB workforce, particularly in the areas of professional development workshops and training opportunities and service/workforce development
4. Assist the establishment and maintenance of relationships between Aboriginal Community Controlled Organisations and Area Mental Health Services
5. Provide culturally safe and inclusive professional networking opportunities including state-wide gatherings and regional forums
6. Undertake other duties which are appropriate to the level of the position, as directed by the Manager and Director to meet unit objectives
7. Provide input to Manager for program reports to PM&C

Key Standards Required Within VACCHO

OHS

VACCHO requires all employees to comply with the *Victorian Occupational Health and Safety Act 2004* and all the rules, regulations and relevant Codes of Practice. VACCHO is a Smoke Free Workplace.

Equal Employment Opportunity

VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait Islander people to apply. Selection will be based on assessing an employee's future capabilities alongside the skills, knowledge, past performance and other personal qualities relevant to the initial work assignment.

Quality

VACCHO has adopted the ISO 9001 quality improvement standard as its accreditation benchmark and is committed to maintaining ISO 9001 accreditation as its benchmark for quality systems.

All Employees are required to participate in the continuous improvement at VACCHO and are required to understand and perform their responsibilities in relation to quality in their daily work and to ensure compliance with statutory and quality related requirements.

Other Employment Related Information

The position will be required to travel and will often include overnight trips within Victoria and inter-state.

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

Key Selection Criteria

Skills and experience

- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Demonstrated ability to work or learn to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.

- Knowledge and understanding of, or the ability to acquire knowledge of the issues affecting the health of Aboriginal Australians (particularly in relation to *SEWB*)
- Ability to develop health promotion resources
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels. An ability to develop and maintain effective working relationships, characterised by co-operation, trust and mutual respect.
- Strong written skills, with proven ability to prepare a range of documents including reports, and general correspondence.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Self motivated and demonstrated ability working independently with minimal supervision, and as an effective team member, promoting cooperation and commitment to achieve goals and deliverables.

Desirable

Identifies as Aboriginal and/or Torres Strait Islander
Relevant qualifications and/or experience in Aboriginal health contexts.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the
above Position Description and agree to carry out the duties listed in my position description

SIGNED by the EMPLOYEE

..... /...../.....
Signature: Name: Date:

SIGNED by the MANAGER

..... /...../.....
Signature: Name: Date: