



Position Description

Title:	Project Officer, Victorian Aboriginal Palliative Care
Unit:	Workforce & Wellbeing
Reports To:	Director, Workforce & Wellbeing Unit
Salary range:	\$55,000 - \$60,000 VACCHO offers attractive salary packaging options
Time Fraction:	Full-time
Employment Status:	12 months maximum term with possibility of extension
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 Victorian Aboriginal Palliative Care project officer will be responsible for assisting with a range of activities including promoting palliative care within Aboriginal communities and helping to build relationships between Aboriginal Community Controlled Organisations and palliative care services.

Key Responsibilities

1. Build and consolidate partnerships between Aboriginal health services, palliative care services and other relevant organisations by developing strategies to engage key stakeholders
2. Promote palliative care training for Aboriginal health workforce
3. Contribute to the development and review of regional palliative care plans
4. Ensure palliative care staff have access to cultural safety training and cultural resources
5. Promote culturally safe palliative care practices
6. Prepare reports in line with reporting requirements
7. Undertake other duties which are appropriate to the level of the position, as directed by the Unit Team leader, Manager and Director to meet unit objectives

Key Selection Criteria

This is an Aboriginal Designated Position, classified under 'special measures' of section 12 of the Equal Opportunity Act 2010. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

Essential 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 with Aboriginal organisations, communities and individuals in culturally safe ways as well as mainstream health organisations.
- Knowledge and understanding of issues affecting the health of Aboriginal Australians (particularly in relation to palliative care).
- Ability to develop culturally safe health promotion resources
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people at all levels.
- Highly developed written communication 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 Skills and Experience

Relevant qualifications and/or experience in Aboriginal health contexts.

Other job related information

A current Victorian Drivers Licence is essential as travel is required

A Police check is required prior to commencement

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.

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

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Signature:

.....
Name:

...../...../.....
Date:

SIGNED by the MANAGER

.....
Signature:

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Name:

...../...../.....
Date: