



Position Description

Title:	Aboriginal Alcohol and Other Drugs Workforce – Project Officer
Unit:	Workforce and Wellbeing Unit
Reports To:	Project Manager, Aboriginal AOD Workforce, Workforce & Wellbeing Unit
Time Fraction:	Full-time
Employment Status:	12 months maximum term
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.

Unit Overview

The Alcohol and Other Drugs program sits within the Health & Wellbeing team who work collaboratively together in addressing and meeting the needs of Aboriginal Health. The Workforce & Wellbeing Unit's vision is to empower the Victorian Aboriginal Community and partners to provide high quality health services through leadership, support, advocacy and workforce development.

The Workforce & Wellbeing Unit is made up of the following state-wide programs:

- Koori Maternity Strategy
- Social & Emotional Wellbeing
- Improving Care of Aboriginal Patients
- Koori Mental Health
- Metropolitan Ice Program
- Yarning Straight Out
- Drug and Alcohol
- Palliative Care

Role Overview

The purpose of the Aboriginal Alcohol and Other Drugs (AOD) Workforce Project Officer position is to support the design and development of a future AOD program that focuses on improving outcomes, underpinned by the principles of self-determination and community control. This approach involves working alongside existing community-based and

mainstream Aboriginal AOD service providers to improve the health and wellbeing of Aboriginal people in Victoria impacted by AOD.

Key Responsibilities

1. Assist the Project Manager of the Aboriginal AOD Workforce, completing a range of administrative tasks including preparation and writing of reports and briefs, project and event coordination, planning and budgeting, and other duties as delegated by the Project Manager.
2. Contribute to the design of the program in conjunction with community and mainstream service providers, with self-determination central to the process.
3. Provide high level of support and assistance to the Aboriginal AOD Workforce team, and to other staff within the WWU team on alcohol and other drug issues and associated needs of Aboriginal people in Victoria.
4. Support the building and maintenance of positive relationships with key stakeholders with a focus on building networks including government, non- government, health, research, disability, Aboriginal community-controlled organisations, partner organisations and mainstream peak bodies and service providers.
5. Contribute to the development of program initiatives, relating to the program design and alcohol and other drugs issues and needs of Aboriginal people in Victoria.
6. Work within the WWU team working as an effective team member, providing assistance and support to the Unit as required to meet Unit Objectives.
7. Provide secretarial support and attend relevant meetings in relation to the project.
8. Undertake other duties which are appropriate to the level of the position, as directed by the Unit Manager or director to meet unit objectives.

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*

Other Employment Related Information

- A National Police Records Check is required
- A working with children check is required
- A Victorian Drivers Licence is required
- Travel will be required throughout Victoria

Key Selection Criteria

This position works with Aboriginal communities in Victoria and represents Aboriginal voices around the state. It is essential that the person who holds this position be an Aboriginal or Torres Strait Islander person. It is therefore a genuine occupational requirement under Section 14d of the *Anti-Discrimination Act 1977* that applicants are Aboriginal or Torres Strait Islander.

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.
- Good organisational and project management skills, including the ability to effectively manage time and workload, plan and prioritise tasks, and meet changing circumstances, competing demands, interruptions and deadlines.
- Good computer skills and the ability pick up new programs quickly.
- Good written communication skills, with proven ability to prepare a range of documents including reports, briefs, project management requirements, and general correspondence.
- Excellent interpersonal and communication skills to liaise effectively with a wide range of people and develop and maintain effective working relationships at all levels.
- Demonstrated initiative and accountability with proven ability to take responsibility for own actions.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.

Desirable

- Knowledge and understanding of issues affecting the health of Aboriginal Australians (particularly in relation to Drug and Alcohol)
- Experience and knowledge of relevant health approaches/programs and promotion and how they relate to the Aboriginal community.