



Position Description

Title:	Aboriginal Student Engagement Officer
Unit:	Education and Training
Reports To:	Manager, Education and Training Unit
Salary:	\$60,000 - \$65,000 per annum. VACCHO offers attractive salary packaging options.
Time Fraction:	Full Time
Employment Status:	Permanent This is an Aboriginal Identified position
Location:	17 – 23 Sackville Street Collingwood 3066

Organisational Overview

VACCHO was established in 1996 and is the Peak body for Aboriginal Health in Victoria representing Aboriginal Health Services (VACCHO Member Organisations) throughout Victoria. Each member is an Aboriginal Community Controlled Health Organisation delivering primary health services to their local community. Our role is to advocate, educate and promote the philosophy of community control and to develop policy and strategies which promote Aboriginal Health Rights, Community Control and physical, spiritual and emotional wellbeing.

Unit Overview

The VACCHO Education and Training Unit plays a key role in achieving the short and long-term goals of the VACCHO membership and the development of a highly skilled Aboriginal Health Workforce and Aboriginal Community Controlled Health sector in Victoria.

The ETU specialises in training programs for the expanding Aboriginal Health Workforce and has specialist expertise in Aboriginal and or Torres Strait Islander Primary Health Care.

We also carry out other projects related to training and development for the benefit of the Aboriginal communities of Victoria and interstate. VACCHO's Education & Training Unit is a Registered Training Organisation.

Role Overview

This role works closely in supporting potential and enrolled students in VACCHO's courses offered through the ETU. This role liaises with ETU management, teaching staff and industry professionals, to assist students in achieving best outcomes while undertaking training with VACCHO.

Key Responsibilities

Management and delivery of student intake including:

- Allocating and evaluating numeracy and literacy assessments
- Managing the expressions of interest program
- Coordination of enrolment and orientation processes
- Data entry and management of student information

Student Support

- Be a key point of contact for all potential and enrolled students, including availability in person, via email, telephone and student portals.
- Liaison with workplace management and supervisors
- Support ETU Teaching staff with liaison support for students and their workplace
- Administration support for graduations

Contribute to the delivery of ETU's communication strategy

- Development and implementation of VACCHO ETU training calendar
- Deliver community notices through VACCHO memberships and other ACCOs within Victoria
- Partner with social media managers to advocate appropriately for ETU
- Contribute where necessary to VACCHO's Newsletter and Annual Report
- Respond to regular queries and make community visits to ACCOs where required

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 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 Position Related Information

- Travel within Victoria will be required for student engagement and support in communities.
- A current Victorian Drivers Licence is required.
- All employees are required to have a National Police Check for employment.
- A current Working with Children Card.

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 & Knowledge

- 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.
- Excellent ability to effectively and appropriately interact with others
- Excellent written communications skills, including developing or implementing communications, marketing, and community campaigns.
- Experience offering social and emotional support in a strengths-based context for members of community
- Ability to work autonomously, transparently, and maintain open-lines of communication with Manager and team
- Experience in an education or training environment, or community services sector

Essential Qualifications

- Minimum Certificate III in Community Services

Desirable

- Minimum of Certificate IV in Training and Assessment (TAE) or the ability to successfully gain a TAE qualification.
- Strong cultural capabilities and Indigenous sector networking skills.