



Position Description

| | |
|---------------------------|---------------------------------------------|
| Title: | Aboriginal State AOD Administration Officer |
| Unit: | Workforce and Wellbeing Unit |
| Reports To: | Manager, Workforce & Wellbeing Unit |
| Time Fraction: | Full-time |
| Employment Status: | Until 29 March 2019 |
| Location: | 17-23 Sackville Street, Collingwood 3066 |

This is an Aboriginal and/or Torres Strait Islander person identified position.

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 (AOD) program sits within the Health & Wellbeing team who work collaborative 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 State AOD Administration Officer position is to support the delivery of key State AOD projects and programs currently underway. This involves working alongside Aboriginal Community Controlled Organisations to ensure State AOD workforces

are informed, supported and engaged through the development and delivery of this work. The Administration Officer is a team role that will work closely with key project managers to ensure projects and outcomes are delivered in a timely manner.

Key Responsibilities

1. Support the State-wide Aboriginal AOD workforce projects, including the planning and coordination of events, communications, feedback and related administrative functions.
2. Represent VACCHO at meetings and support meeting outcomes with note taking, recording of actions and maintenance of relevant action registers.
3. Support the building and maintenance of positive relationships with key stakeholders with a focus on building networks including Aboriginal AOD workforces, government, non- government, health, research, disability, Aboriginal community-controlled organisations, partner organisations and mainstream peak bodies and service providers.
4. Ensure stakeholders are informed of project progress and key events, in accordance with the project communication plan.
5. Participate and contribute to project planning meetings, drawing on inputs and insights from experiences at stakeholder events, research, observations, and other discussions with stakeholders.
6. Seek opportunities for organisational, personal and professional development which will build capacity to enhance program outcomes.
7. Undertake other duties which are appropriate to the level of the position, as directed by the Unit 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
- Travel will be required throughout Victoria

Key Selection Criteria

- 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, mainstream health organisations and individuals in culturally appropriate ways.
- Project administration skills, including scheduling, event planning and logistics, minute taking and other reporting, and basic project tracking.
- Good written communication skills including the ability to write project updates and other correspondence in a clear and effective manner.
- Self-motivated with the ability to work autonomously.
- A flexible approach, with strong organisational and planning skills, including the ability to effectively manage time and workload, prioritise tasks, and meet changing circumstances, competing demands, interruptions and tight deadlines.
- Ability to identify and analyse problems, establish appropriate solutions and recommendations using analytical and conceptual skills.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.

Desirable

- Knowledge and understanding of alcohol and other drug issues affecting Aboriginal and/or Torres Strait Islanders