



Victorian AIDS Council/Gay Men's Health Centre

VAC Reg. No. A 3609 GMHC Reg No. A0010550F

INFORMATION FOR APPLICANTS

Thank you for your interest in working at the VAC/GMHC. Please read the attached Position Description and this letter carefully as they outline what we require from you when applying for a job at VAC/GMHC.

The Selection Process

The Position Description sets out the duties of the position and further stipulates the **selection criteria** which you **must** address in your application, and which will be used to make the final selection decision in recruiting the right person for the job.

VAC/GMHC requires more than a cover letter and a resume in a job application. In addition we require applicants to complete a document that describes how they meet the **selection criteria** for the position. The selection criteria sets out the qualifications, knowledge, skills, qualities and experience we need for a job to be performed effectively. A written description demonstrating how you meet each selection criteria (using examples to support your claims against each of these) assists us to short list those people who will be interviewed. Applicants who do not address the Selection Criteria will not be considered for an interview.

Your application should be marked "Confidential" and sent to arrive at the address below by no later than **5.00pm, 30 November 2009**.

**Boris Bistrovic,
VAC/GMHC, 6 Claremont St,
South Yarra 3141**

Applicants who are selected for interview will be contacted by telephone and all applicants will be advised in writing at the conclusion of the selection process.

About the Organisation

The Victorian AIDS Council was formed in 1983 as the central part of the Victorian gay community's response to HIV/AIDS. In 1986 the Gay Men's Health Centre was formed to address the broader health needs of the gay community. Together, the Victorian AIDS Council and Gay Men's Health Centre work to respond to the continuing challenges of the HIV/AIDS epidemic and, increasingly, the gay community's broader health concerns.

Our core work aims to preserve the independence, dignity and health of people living with HIV/AIDS and to reduce the transmission of HIV. We are committed to social justice and social change.

Since our inception, we have been a strategic partner of government, hospitals and other service providers. Our effectiveness and inspiration come from the hard work and dedication of our volunteers and paid staff, who are men and women of many backgrounds, and from the ongoing support of the communities we serve.

Currently VAC/GMHC employs 45 staff and has an annual operating revenue of \$5,349,765.

Last year's Annual Report will provide you with additional information about the organisation and its work. If you would like to view a copy of this document it can be downloaded from our website at www.vicaids.asn.au

Again, thank you for your interest in working at the Victorian AIDS Council.



**Victorian AIDS Council
Gay Men's Health Centre**

including Positive Living Centre

POSITION DESCRIPTION

POSITION TITLE:	Health Educator
PROGRAM:	Health Promotion Program
POSITION STATUS:	Permanent, Full-time
REPORTING TO:	Manager, Health Promotion Program

1. PRIMARY OBJECTIVES

Within the policy frameworks and strategic directions of the Victorian AIDS Council/Gay Men's Health Centre (VAC/GMHC) the Health Educator will work effectively in a team environment and contribute to the development and delivery of effective and innovative health promotion strategies targeting gay men, homosexually active men, people living with HIV/AIDS and other at risk and/or affected communities.

2. ORGANISATIONAL ENVIRONMENT

The Victorian AIDS Council/Gay Men's Health Centre (VAC/GMHC) grew out of and works closely with the gay and lesbian communities of Victoria. It is constituted by two legally distinct incorporated associations - the Victorian AIDS Council and the Gay Men's Health Centre - which have substantially shared memberships and work together under the co-governance of a single Board of Directors (the Board) whose members are elected by the membership of each of the two organisations.

VAC/GMHC aims to improve the health and social and emotional well-being of the Victorian HIV positive and gay, lesbian, bisexual and transgender (GLBT) communities, with a particular investment in bringing the HIV/AIDS epidemic to an end. To achieve this aim, VAC/GMHC:

- Provide care, support and advocacy to the HIV positive community;
- Build the capacity of HIV vulnerable/at risk communities through preventative health strategies; and
- Advocate for social justice for the GLBT communities and improving their experience of the health service system.

In late 2003, the Department of Human Services commissioned an external review of the Victorian AIDS Council. DHS and VAC/GMHC are continuing to work on implementing the review recommendations.

3. THE ROLE OF THE HEALTH PROMOTION TEAM AND THE HEALTH EDUCATOR.

The Health Promotion Program (HPP) delivers a range of preventative and health promotion strategies targeting gay men, homosexually active men, people living with HIV/AIDS and other at risk and/or affected communities. The framework of VAC/GMHC's education work is a combination of adult and peer education, health promotion, social marketing, community development, and cultural intervention.

As with other Programs, the HPP implements its education strategies and campaigns through the activities not only of paid staff, but with the involvement of volunteers, and at times, other stakeholders.

In March 2001 the Board adopted the recommendations from the (then) Community Education Program (CEP) structure review. As an outcome of the review, the Health Promotion Team staffing structure has moved from positions that are tied to specific target populations or methodology, to positions that have a primary responsibility towards project coordination.

In addition, the program operates within a six monthly planning, monitoring and evaluation cycle that determines the strategic plan for the program and individual work plans for staff.

This allows for easy mobilisation of resources, for flexible and dynamic work practices and for a grounded and direct relationship with the communities with which we work. It ensures that the Program has an increased ability to work effectively within the current challenges that the HIV epidemic brings, and to ensure the Program has the capacity and flexibility to effectively respond to future challenges as they arise.

The Health Educator works as part of the Health Promotion Team in planning, developing, implementing and evaluating the strategic plan of the program. S/he will also contribute to the continuous improvement of the Program through the sharing of skills, knowledge and expertise with other members of the Health Promotion Team. These responsibilities are to be undertaken in accordance with VAC/GMHC's objectives and values, within the strategic directions and policies set by the Board, and under the direction of the Manager, Health Promotion Team.

4. KEY RESPONSIBILITIES

4.1 Working as part of a team

The Health Educator will be required to work in a team environment and contribute to the development and implementation of effective and innovative education activities. S/he will be required to contribute to the continuous improvement of the Program.

This will involve participation in all aspects of the planning and development of projects, taking responsibility for specific project tasks, and working with and assisting other team members in carrying out project tasks to ensure the efficient delivery of HPP education

outcomes. It will also involve sharing skills, knowledge and expertise within the HPP team.

4.2 Planning and developing education strategies

As part of the HPP team, the Health Educator will ensure that the Program's education strategies are dynamic, innovative and effective activities which respond to and address the HIV-related health promotion issues for gay men, homosexually active men, people living with HIV/AIDS and other at risk and/or affected communities. These issues will be addressed with a particular focus on sexually transmissible infection (STI) incidence and its relationship to HIV transmission risk.

To do this, the Health Educator will be responsible for participating in all aspects of project planning, development and evaluation. S/he will also be required to keep abreast of trends and changes in aspects of the epidemic, related research findings, and other social and cultural developments.

4.3 Delivering on the outcomes of the Program's education strategies

It is the responsibility of the Health Educator to contribute to the efficient delivery of the HPP's education activities. S/he will be required to carry out specific project tasks and may be required to coordinate one or more of the Program's activities.

This may involve a range of tasks including designing promotional materials, writing articles, liaising with other Program areas and service providers, designing and conducting group activities, recruiting and coordinating volunteers.

4.3 Reporting

It is the responsibility of the Health Educator to maintain project records and to ensure the flow of information within the HPP team to enable the efficient functioning and the continuous improvement of the Program. S/he is also required to provide information to the Manager, Community Education to enable quarterly reporting to funders against performance indicators.

4.4 Assessment and Evaluation

Evaluation is a non-negotiable component of VAC/GMHC's education work. The Health Educator with the rest of the HPP team, will be required to assess and evaluate current and planned activities against their relevance to current issues, and evaluate new strategies and projects as implemented. Evaluation must feed back into improving service delivery and education practice to ensure the continuous improvement of the Program's activities.

4.5 Social Marketing

The Health Educator may be required to develop and implement social marketing campaigns in collaboration with the HPP team and/or external organisations and stakeholders. This can include print materials such as posters, pamphlets and press advertisements, writing articles for the print media, planning and/or conducting

community forums and other activities to build the capacity of target groups to respond to and address HIV-related health promotion issues.

4.6 Group Activities

In delivering on the outcomes of the Program's strategic plan, and in collaboration with other members of the team, the Health Educator may be responsible for designing and conducting a range of group activities. These may include small group workshops and courses, large group seminars, and other peer and adult education based activities to support skills acquisition and shared learning opportunities, and to facilitate and sustain behaviour change.

4.7 Outreach Activities

In accordance with the strategic plan of the Program, the Health Educator may be required to develop and conduct outreach activities to ensure the broad reach of the HPP's education activities. This may be in a range of community and sexual settings such as dance venues, sex on premises venues and beats, and utilise a range of media including print media, radio and television.

4.8 Training and Support of Volunteers

The implementation of effective education strategies will be delivered with the involvement of volunteers. The Health Educator may be required to recruit and maintain the interest and enthusiasm of volunteers. S/he may be expected to encourage the involvement of existing and new volunteers in the Program's activities, and to coordinate the work of volunteers.

It is the responsibility of the Health Educator in collaboration with the HPP team to assess the training needs for volunteers, and to develop and conduct appropriate training and support for volunteers to ensure their capacity to participate in the activities of the HPP.

4.9 Working with stakeholders and other service providers

In accordance with the Program's strategic plan, the Health Educator may be required to liaise and collaborate with venue owners, gay and lesbian organisations, other relevant service providers, and policy bodies. S/he may be required to represent the Health Promotion Program on external working groups and committees, as negotiated with the HPP team and the Manager, Health Promotion.

4.10 Ensuring safe working environment

As an employee of VAC/GMHC the Health Educator is responsible for ensuring a safe and healthy workplace by complying with the provisions of Section 25 of the *Occupational Health and Safety Act 2004* (Duties of Employees).

4.11 Other Duties

The Health Educator must undertake any other relevant duties as directed by the Manager, Health Promotion Team and the Executive Director.

5. KEY SELECTION CRITERIA

- 5.1 Demonstrated ability to develop, implement and evaluate health promotion programs and/or social marketing strategies.
- 5.2 Demonstrated ability to work effectively as part of a multi-disciplinary team to contribute to the development and delivery of education strategies, and to maintain and foster professional, harmonious working relationships that contribute to a motivating work environment.
- 5.3 An understanding of gay male sexual scenes and their cultures, including a demonstrated sensitivity to the issues of, and willingness to work with, people living with HIV/AIDS, gay men, and other people and communities at risk*.
- 5.4 Sound knowledge of HIV/AIDS, STIs and other BBVs transmission and treatments issues or an ability to acquire that knowledge within a short period of time*.
- 5.5 A working knowledge of the internet and web design is desirable but not essential.
- 5.6 High level communication skills.
- 5.7 Excellent interpersonal skills.
- 5.8 Willingness and ability to work outside of conventional working hours.
- 5.9 A current Victorian Drivers Licence

* We are selecting for a team and individuals with a demonstrated track record in health promotion and/or social marketing in unrelated fields are encouraged to apply.

6. QUALIFICATIONS

Tertiary qualifications in health promotion, social marketing or an appropriate discipline are desirable but not essential.

7. SALARY AND CONDITIONS

- Salary paid under the Victorian AIDS Council Inc. and Gay Men's Health Centre Inc. Employment Agreement, Community Development Officer Class 2B. Salary range for the position is: \$48,344 – \$55,548 per annum, with the option to salary package. Employer's contribution to superannuation (9%) will be paid on top of this package.
- 38 hours per week. Overtime is not paid but may be taken as time-in-lieu with the prior approval of the Manager of the Health Promotion Program. There will be some requirement to work flexible hours, including some early morning, evening and weekend meetings and other work-related commitments.

- This appointment has been funded by the Department of Human Services. The appointment to this position is subject to a three month probationary period.
- Conditions of employment as stated in the Victorian AIDS Council Inc and Gay Men's Health Centre Inc Employment Agreement.
- VAC/GMHC is an equal opportunity employer and as such all staff are required to contribute to creating a non-discriminatory workplace.
- VAC/GMHC provides a non-smoking workplace.
- Employees are required to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

Approved by:

Mike Kennedy, Executive Director

A handwritten signature in black ink, appearing to read 'Mike Kennedy', with a stylized flourish at the end.

Date: 12 November 2009