



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, 9 August 2010**.

**John Hall
Manager, HIV Services,
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 the Positive Living Centre

VAC Reg. No. A 3609 GMHC Reg No. A0010550F
VAC ABN 52 907 644 835 GMHC ABN 87 652 472 253

POSITION DESCRIPTION

POSITION TITLE:	HIV Peer Support Health Promotion Officer
PROGRAM:	HIV Services Program
STATUS:	30 hours per week
REPORTING TO:	Team Leader, Client Care Coordination & Support Services

1. PRIMARY OBJECTIVE

This position is responsible for the development, implementation and evaluation of peer support and health promotion projects for people living with HIV (PLHIV), especially gay men.

This position requires effective team work with other Program staff and with other sector partners, especially People Living With HIV/AIDS Victoria Inc. This collaborative work practice is essential to ensure a consistent and quality service is delivered which is relevant to the identified needs of PLHIV, in accordance with organisational policies and with a focus on the social determinants of health.

2. ORGANISATIONAL ENVIRONMENT

The Victorian AIDS Council/Gay Men's Health Centre (VAC/GMHC) grew out of and works closely with the GLBT 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 Victorian communities, with a particular emphasis in bringing the HIV/AIDS epidemic to an end. To achieve this aim, VAC/GMHC:

- Provides health care and support services to the HIV positive, GLBT and broader community.
- Builds the capacity of HIV vulnerable/at risk communities through preventative health strategies

- Advocates for social justice for the GLBT communities and improving their experience of the health service system.

The HIV Services Program provides four streams of support: Care Co-ordination, PLC Activities and Services, Community Volunteer Support and Residential Care. Clients are assessed and supported in accessing one or more of these streams and can move between these as their needs change.

The PLC is a community centre run by the VAC/GMHC's HIV Services Program. It is a vibrant, safe place, that provides a range of health and wellbeing related programs for people with HIV. At all times the HIV Services Program endeavours to fulfil the care and support strategic objectives of the organisation, through the provision of social, recreational, practical, educational and other such services & activities aimed at improving health outcomes for clients. Services are provided by staff, trained volunteers and often in collaboration with other agencies and programs.

3. THE ROLE OF THE HIV PEER SUPPORT HEALTH PROMOTION OFFICER

This peer position is responsible for the delivery of a range of preventative and health promotion strategies targeting people living with HIV. The framework of this project is a combination of peer education, health promotion and community development. The role provides one-on-one peer support to HIV positive men and for certain projects, HIV positive women. This position coordinates and leads peer based groups and is responsible for the development and implementation of peer-based volunteer support and training.

This position operates as part of a team that is responsible for participating in all aspects of project planning, development, implementation and evaluation and is required to keep abreast of trends and changes in aspects of the epidemic, related research findings, and other social and cultural developments in an endeavour to ensure ongoing effective messaging and engagement. Additionally this position sits within the client care and support services team who implement various health promotion strategies which aim to increase health and wellbeing and quality of life, to provide information, support and referral to other VAC/GMHC Programs and sector partners.

Periodically the HIV Peer Support Health Promotion Officer will coordinate activities such as social groups, workshops and community forums. These will be undertaken in consultation with the Team Leader Care Co-ordination and in collaboration with other key service providers.

4. KEY RESPONSIBILITIES

The HIV Peer Support Health Promotion Officer, working under the direction of the Team Leader, Care Co-ordination, and in consultation with the Manager of HIV Services will deliver peer based support, advocacy, information, resource and referral for PLHIVs. The position is expected to:

- Develop, implement and evaluate health promotion strategies & projects to address a range of health and wellbeing issues for PLHIV. For example projects

- for young gay men, newly diagnosed individuals, clients of culturally & linguistically diverse backgrounds (CALD), regionally isolated PLHIV, those experiencing issues of aging and others that are identified as needing support.
- Develop, implement & manage appropriate support and training programs for the Peer Support volunteer facilitators.
 - In conjunction with other team members, collaborate with other community based and clinical service providers, to develop and participate in whole-of-organisation health promotion events which aim to address the information and support needs of PLHIV.
 - In consultation with the Team Leader, implement an intake process for people wishing to participate in peer group activities and workshops.
 - Manage and maintain educational information and resources at the PLC and liaise with the organisations Health Promotion Program and with HIV sector peak bodies to ensure the latest information is at hand.
 - Mentor, resource and provide secretariat support for the PLC consumer advisory committee.
 - In consultation with other HIV Services Program staff, actively contribute to the ongoing development, maintenance and collaboration with key service providers and sector networks, and participate as required, in training and /or forums to further these relationships.
 - Participate in the spectrum of activities at the Positive Living Centre and engage clients, as appropriate, and where necessary refer to other service providers.
 - Participate in reporting on client demographic and activity data for the Program.
 - Carry out other relevant duties as required by the Team Leader, Client Care Coordination & Support Services.

5. KEY SELECTION CRITERIA

Essential

- Qualifications in health promotion and/or community development or commensurable experience in health promotion program planning, peer based development, implementation and delivery.
- Demonstrated experience in volunteer management including the ability to develop skills in others through training and mentoring programs.

- Demonstrated knowledge and skills in a range of community development processes including working with volunteers in peer education formats.
- Demonstrated experience in group facilitation.
- Highly developed interpersonal and communication skills.
- Demonstrated, comprehensive understanding of, ability to provide peer based services and willingness to work with people living with HIV (PLHIV), in particular gay men and other people and communities at risk.
- Demonstrated ability to work in and contribute to a multi-disciplinary team.
- Familiarity with computers including Microsoft Word, Outlook and the Internet.

Highly Desirable

- A Victorian Driver's Licence.

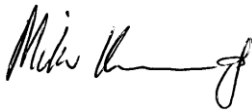
6. SALARY AND CONDITIONS

- The position is 30 hours a week. Overtime is not paid, but can be taken as time-in-lieu with prior approval from the Team Leader, Client Care Coordination. There will be some requirement to work flexible hours, including some early morning, evening and weekend meetings and other work-related commitments.
- Conditions of employment; the salary and conditions are per the Victorian AIDS Council Inc. and Gay Men's Health Centre Inc. Employment Agreement, Community Development Officer Class 2 B, from \$49,794 to \$57,215, with the option to salary package. Employer's contribution to superannuation (9%) will be paid on top of this package. This is based on award salary conditions as at July 2010 and should be used as a guide only.
- The appointment is subject to the Rules of the organisations and to such policies as may apply from time to time.
- 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.
- The Health Promotion HIV Peer Support Officer must work within and abide by the VAC/GMHC Staff Code of Conduct.
- All positions within VAC/GMHC are subject to a three month probation period.

7. WORKPLACE HEALTH AND SAFETY

VAC/GMHC provides a safe and healthy workplace, and as an employee of the organisation the PLC Coordinator is responsible for contributing to this by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

Signed

A handwritten signature in black ink, appearing to read "Mike Kennedy". The signature is written in a cursive style with a long horizontal stroke at the end.

Mike Kennedy
Executive Director

July 2010