

Position Description Hepatitis B Community Mobilisation Project Officer

1. OVERVIEW

Position	Hepatitis B Community Mobilisation Officer (part time)
Employment status:	This is a part time position for four days per week (32 hours per week) to 31 December 2019. Subject to ongoing funding.
Accountability:	The position is accountable to and reports to the Operations Manager for the delivery of project objectives. Overall accountability is to the Chief Executive Officer.
Remuneration:	Commensurate with responsibilities of position and experience of the successful candidate. Access to the benefits of salary packaging is available.
Location:	The position is based at Hepatitis Victoria, Suite 5, 200 Sydney Rd, Brunswick, 3056.

2. ORGANISATIONAL ENVIRONMENT

Hepatitis Victoria is the peak not-for-profit community-based organisation working across the state for people affected by, or at risk of, viral hepatitis. It is governed by an independent Board of Directors with the Chief Executive Officer and staff performing the day to day duties.

Hepatitis Victoria works to:

- Provide leadership and coordination for the Victorian community response to viral hepatitis
- Build a strong and sustainable organisation that works effectively across all activities and is positioned to have greatest impact
- Raise community awareness and prevent the transmission of viral hepatitis
- Increase access to quality viral hepatitis information, care, treatment and support.

The organisation strives to address the needs of priority populations affected by viral hepatitis including:

For hepatitis B:

- Culturally and linguistically diverse communities
- Aboriginal and Torres Strait Islander people
- Pregnant women with hepatitis B and their children
- Unvaccinated adults at risk of infection
- People living in rural/regional Victoria

For hepatitis C:

- People with hepatitis C
- People who inject drugs
- People in custodial settings
- People from culturally and linguistically diverse backgrounds
- People with hepatitis C co-morbidities
- Young people
- People living in rural/regional Victoria

3. OUR VISION AND VALUES

OUR VISION

Better liver health for Victorians, free from hepatitis and stigma.

OUR VALUES

- *Respect* – We respect all people affected by liver disease, promoting dignity and challenging stigma and discrimination
- *Inclusion* – We seek to understand and value the diverse circumstances and cultures of the people and communities with whom we work
- *Collaboration* – We work in partnership with those affected by liver disease, and with others who share our values and aim
- *Impact* – We strive for maximum impact, building on evidence, being innovative, and driving change to achieve better liver health.

4. POSITION CONTEXT

Hepatitis Victoria receives funding from the Victorian Department of Health and Human Services to deliver a range of hepatitis education and early intervention programs for key priority groups within the Victorian community. The programs aim to reduce the risk of hepatitis, as well as increasing awareness of and support for people with viral hepatitis.

Hepatitis Victoria has recently been funded to undertake a Hepatitis B Community Mobilisation campaign with aim of ensuring that recently arrived refugee and migrant communities in Victoria are tested, vaccinated and if necessary managed for hepatitis B. The project will involve hepatitis B community education within the identified communities, community based testing for hepatitis B, where appropriate vaccination against hepatitis B and referral and medical follow up for community members as appropriate.

The role of Hepatitis B Community Mobilisation Project Officer will assist in the development and implementation of the project in selected communities in Victoria, over a 12 month period to July 2019

5. KEY RESPONSIBILITY AREAS

5.1 Hepatitis B Community Mobilisation

- Establish relationships with recently arrived refugee and migrant communities including community leaders, community media representatives and festival/event organisers.
- Establish a series of community based hepatitis B education events, within identified communities utilising a variety of education and awareness strategies, within each of the identified priority communities.
- Work as required with interpreters or community based peers to present community based hepatitis B education with the identified priority communities.
- Promote and facilitate access to hepatitis B vaccination for identified unvaccinated community members within the identified priority communities.
- Promote and facilitate access to services for management and treatment of hepatitis B.
- Contribute to an understanding of effective approaches to maximising testing, vaccination, treatment and support in relation to hepatitis B in community.
- Assist in the implementation of an evaluation protocol for the project.

5.2 Team work

- Report regularly to Community Engagement and Education Project Manager on progress of their work.
- Provide written progress reports to Hepatitis Victoria and project funders as required.
- Contribute to Hepatitis Victoria communications strategies, including social media and publications, as required.
- Attend and participate in regular general and specialist staff meetings.
- Be involved in Hepatitis Victoria initiatives such as World Hepatitis Day, Hepatitis Liverability Festival, the *StreetShot* project and other initiatives.
- Act to promote a friendly climate, good morale and co-operation within the Hepatitis Victoria team.
- Take actions, make decisions, and shape priorities to reflect the organisation's vision and values, and abide by Hepatitis Victoria's operational policies.
- Undertake other duties as agreed.

5.3 General

- Abide by Hepatitis Victoria's policies and procedures.
- Carry out general administrative tasks in support of the role.
- Facilitate the involvement of people living with and affected by viral hepatitis in the development and delivery of all programs.
- At all times maintain confidentiality of information about members, staff, volunteers, service users and other personnel.
- Promote Hepatitis Victoria's broader services to outside agencies and individuals.

6. Selection Criteria

Essential

- Relevant qualifications in a community development, engagement or health promotion field
- Experience in community engagement/participation and or community development, particularly with marginalised and disadvantaged communities
- Work with interpreters or community peers to present community based hepatitis B education with the identified priority communities.
- Establish relationships with recently arrived refuge and migrant communities including community leaders, community media representatives and festival/event organisers.
- Thorough understanding of access, equity, participation and stigma issues, especially in the area of community and health services
- Demonstrated excellence in written reports, action plans and broad communications
- Highly developed interpersonal skills with the ability to build networks and work collaboratively with colleagues and stakeholders
- The ability to develop an in-depth understanding of the complexities of viral hepatitis.

Desirable

- Strong negotiation and time management skills, with the capacity to respond flexibly and to manage multiple projects.
- A driver's licence current for the State of Victoria.

7. GENERAL INFORMATION

- Hepatitis Victoria is committed to cultural diversity in the workplace, and is an equal opportunity employer. People affected by viral hepatitis, Aboriginal and Torres Strait Island people, people from a culturally and linguistically diverse background and people with experience working those communities are encouraged to apply.

- The general conditions of employment will those contained in the Hepatitis Victoria Enterprise Bargaining Agreement 2015 - 2018.
- A vehicle will be provided for work related duties.
- Reimbursement will be available for work related use of a personal mobile phone.
- Regular performance reviews will be conducted using mutually established performance indicators.