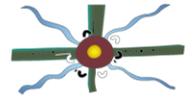




Western Australian
AIDS COUNCIL



NGALA KAADITJ WADJUK MOORT KEYEN KAADAK NIDJA BOODJA

We acknowledge Noongar people as the original custodians of the land on which our office sits

INFORMATION AND APPLICATION PACK: OFFICER, HEALTH PROMOTION - YOUTH PROGRAMS

APPLYING FOR THE POSITION

In selecting the successful applicant for a position, we will ensure decisions are made on the basis of merit for the position. This means the position will be offered to the applicant who is judged to be most capable of carrying out the duties specified in the Position Description.

The decision to appoint is based on the applicant's written application (which details qualifications, experience and a response to the selection criteria), performance at an interview and reports received from referees.

SELECTION CRITERIA

The selection criteria shown in the Position Description indicate all the areas we would like applicants to meet partially or completely.

CLOSING DATE

Applications for this position will close at **5:00pm, Wednesday 17th January 2018**. Applications can be submitted by post or email. Applications sent by post will be accepted if the post mark shows they were accepted by Australia Post prior to the closing time for applications.

CORRESPONDENCE

Please address applications to:

David Kernohan
Chief Executive Officer
Western Australian AIDS Council
664 Murray Street
West Perth WA 6005

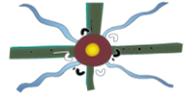
Phone: (08) 9482 0000 | Fax: (08) 9482 0001 | Email: waac@waids.com



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PREPARING AN APPLICATION

Your written application must stand on its merits. Do not assume that our selection panel knows what you have achieved in the past. If you do not adequately demonstrate how you meet the selection criteria for the position, it is unlikely that you will be called for an interview.

The completeness and relevance of your application will determine whether or not you are called for an interview. Where a large number of applicants meet the essential and desirable requirements, only those applicants who most strongly meet the requirements will be selected for interview.

Applications must be typed. It is very important that your name, address and telephone and other contact details are clearly stated on your application.

There are four (4) steps to preparing an application:

1. Provide a cover letter with an expression of interest. The purpose of this is to indicate why you are applying for this particular position and anything that interests you specifically about the responsibilities of the role. This is the first part of your application that we will read and it should be considered as an important component of the application.
2. Address all of the Selection Criteria as outlined in the Position Description. You are asked to show how your skills, knowledge, experience and qualifications relate to the position for which you are applying. To do this, address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.
3. Include a Curriculum Vitae (Resume) providing full personal details, qualifications, previous employment and experience; and
4. Include the names and addresses of at least two referees together with their telephone numbers, and email addresses if available. Please note that these will not be contacted without your express permission in advance.

Originals of any supporting documentation should *not* be included with the application as they cannot be returned. Successful applicants will be required, on taking up appointment, to produce evidence of any academic qualifications.

Applications received which do not meet the requirements outlined above will not be considered. If an applicant makes false claims about qualifications, skills, knowledge or experience and are subsequently selected, their ongoing employment will be subject to disciplinary action and possible cessation of employment.



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HEALTH PROMOTION OFFICER – YOUTH PROGRAMS

The WA AIDS Council is a community-based health promotion agency that works to strengthen the community's health and quality of life. Our mission is 'safe, healthy communities', achieved by:

- Minimising the impact and further transmission of HIV, sexually transmissible infections and blood-borne viruses; and
- Reducing social, legal and policy barriers that prevent access to health information and effective support and prevention services.

Primary Outcome for the Role

Within the policy frameworks and strategic directions of the WA AIDS Council, the Health Promotion Officer will contribute to the development of effective and innovative health promotion strategies and programs targeting young people

Foundation Documents

All our work reflects principles and strategies from the following key documents:

- 2011 United Nations Political Declaration on HIV
- Seventh National HIV Strategy 2014 – 2017
- Third National STI Strategy 2014 – 2017
- Fourth National Hepatitis C Strategy 2014 – 2017
- The WA Strategies for HIV, STIs and Hepatitis C
- HIV and Mobility: A Roadmap for Action
- Fourth National Aboriginal & Torres Strait Islander Blood-borne Viruses & Sexually Transmissible Infections Action Plan
- The WA AIDS Council Substantive Equality Policy, and
- The WA AIDS Council Reconciliation Action Plan

The WA AIDS Council adheres to the principles of the Ottawa Charter for Health Promotion, the philosophy of harm reduction and quality service delivery.

Health Promotion Team

This position is within the Health Promotion Team whose purpose is to:

- Assist communities from priority populations increase their knowledge, understanding and ability to make informed decisions relating to their health and wellbeing in relation to HIV, STI and BBV transmission; and
- Break down stigma and discrimination experienced by people from those priority populations who are living with HIV, sexually diverse, or at risk of HIV, STI and BBV transmission.

Our purpose is delivered by:

- Advocating for political and legislative change that will assist those priority populations to access necessary health and wellbeing related services;
- Forming constructive and meaningful working relationships with other organisations, agencies and professional groups to ensure appropriate and necessary services are being delivered to the priority populations;
- Raising awareness of HIV and sexual diversity and challenge stigma in communities within priority populations, through relationship building, priority setting, and supporting community based initiatives with resources and technical assistance; and
- Utilising a peer based framework to ensure priority groups' members an opportunity to articulate their concerns and seek solutions through the mutual sharing of information and experiences.

Position Accountability

This position is directly accountable to the Manager, Health Promotion and will be supervised by the Manager in the establishment of work plans, project plans and reporting requirements.

The Role of Health Promotion Officer

This position plans, delivers and evaluates all projects, tasks and activities that work with young people in order to increase their knowledge, understanding and ability to make informed decisions relating to their sexual health and wellbeing in relation to HIV, STI and BBV transmission.

Responsibilities and Key Tasks

Work as Part of a Team

The Health Promotion Officer will work in a team environment and contribute to the development and implementation of effective and innovative health promotion activities for young people.

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 project outcomes, with an emphasis on evaluation. It will also involve sharing skills, knowledge and expertise within the health promotion team.

Community Development

The Health Promotion Officer will:

- Build strategic relationships with community agencies and other relevant organisations, with a particular attention to at risk youth agencies and organisations
- In consultation with key stakeholders, develop, plan, implement and evaluate appropriate capacity building initiatives, program development and service delivery for at risk young people and other youth target groups
- Identify opportunities in the youth sector and other relevant organisations for the provision of appropriate services for at risk young people
- Undertake needs assessments, project reviews and use evidence-based frameworks to develop, improve and evaluate projects for at risk young people; and
- Actively contribute to policy development, maintenance and evaluation externally and internally.

Training, Workshops and Presentations

The Health Promotion Officer will:

- Plan, develop, deliver and evaluate HIV, sexual health and blood borne virus training to youth workers and other relevant staff in youth organisations, such as community centres, schools and universities
- Facilitate the planning, development, delivery and evaluation of training and presentations to young people, particularly young people most at risk of sexual health issues, HIV, STIs and BBVs and,
- Contribute to the training and in-services for WA AIDS Council program staff and volunteers.

Working with Other Stakeholders

The Health Promotion Officer will from time to time be required to liaise and collaborate with a variety of stakeholders, including venue owners, community service and social groups, other relevant service providers, program areas within state government departments and in advocacy and policy development groups established within national networks.

Delivering on Outcomes

The Health Promotion Officer contributes to the efficient delivery of the health promotion team's activities. They will be required to carry out specific project tasks and may be required to coordinate one or more of a project's activities.

This may involve a range of tasks including, liaising with other program areas and service providers, designing and conducting group activities, and in association with the Volunteer Coordinator, the recruitment, training and retention of volunteers.

Reporting

The Health Promotion Officer will maintain (mainly electronically) project records and ensure the flow of communication within the team and the organisation about the programs' activities and their outcomes.

Assessment and Evaluation

Evaluation of health promotion projects is a non-negotiable component of our work. The Health Promotion Officer will assess and evaluate current and planned activities against the agreed contractual requirements. Evaluation must provide feedback for the continuous improvement in service delivery and community outcomes.

Other Duties

The Health Promotion Officer will undertake other relevant and reasonable duties as directed by the Manager, Health Promotion and the Chief Executive Officer.

Selection Criteria

The successful candidate will have:

- Appropriate tertiary qualifications in health promotion, public health, or a closely related area
- Demonstrated experience in leading projects to achieve successful outcomes
- Demonstrated ability to work effectively within a multi-disciplinary team and to maintain and foster professional and harmonious working relationships
- A demonstrated ability to work with populations that may be marginalised, subject to stigma and/or hard to reach
- Demonstrated understanding of health promotion in the context of a community-based organisation
- Sound knowledge of HIV, STIs and BBVs, or a demonstrated ability to acquire that knowledge within a short period
- Demonstrated commitment to diversity, cultural sensitivity and substantive equality
- A clean Driver's Licence
- A current Police Clearance & Working with Children

Conditions of Employment

This is a permanent full-time position (1.0 FTE) and equates to 75 hours per fortnight. Occasional evening and weekend work will be required; all overtime must be authorised by the Manager, Health Promotion.

Conditions of employment are generally based on those of the Social, Community, Home Care and Disability Services Industry Award 2010 – Social & Community Services.

Equal Employment Opportunity and Substantive Equality

The WA AIDS Council is committed to substantive equality by striving to achieve equitable outcomes as well as equal opportunity. It takes into account the effects of past discrimination and it recognises that rights, entitlements, opportunities and access are not equally distributed throughout society. Substantive equality recognises that equal or the same application of rules for certain groups can have unequal results.

Remuneration

This position is paid at Level 5 of the Social, Community, Home Care and Disability Services Industry Award 2010 – Social & Community Services.