

Dear Enquirer,

Thank you for your interest in Hepatitis NSW and for your interest in the position of:
Program Officer - Aboriginal Community Engagement

Full time
35 hours per week

Your written job application should include:

- **A letter or statement addressing each of the selection criteria in detail.** If you do not demonstrate how you meet each of the criteria your application will not be considered.
- A copy of your CV
- Two referees, one being your current or most recent employer.

Applications close 5pm, Friday 23rd February 2024.

Please send your application marked “*Confidential*” to Maria McMahon by email to: mmcmahon@hep.org.au

Shortlisted applicants will be contacted by phone after the closing date.

If you have not heard from us by the interview date, then your application has not been successful.

Interviews will be held in the week commencing **Monday 26th February 2024 or Monday 4th of March.**


The successful applicant will be asked to consent to undergo a criminal record check, as required by our funding body, NSW Health.

You may also wish to read these documents:

- Hepatitis NSW Annual report
https://www.hep.org.au/wp-content/uploads/2022/11/HNSW_2022_AnnualReport.pdf
- Strategic plan 2020-2024
https://www.hep.org.au/wp-content/uploads/2020/09/2HNSWstratplan_forweb.pdf

We look forward to receiving your application by **5pm, Friday 23rd February 2024.**

With best wishes,



Maria McMahon
Chief Operations Officer



Position:	Program Officer - Aboriginal Community Engagement
Reports to:	Program Manager – Priority Populations and Settings
Hours:	35 hours/week
Classification:	SCHADS Level 4 \$41.52 - \$44.68 per/hour
Salary:	Annual salary package \$84,898.95 (<i>including superannuation and annual leave loading</i>). <i>Salary packaging and fringe benefits available.</i>

About Hepatitis NSW

Hepatitis NSW is a health promotion charity founded by the hepatitis community that works to educate, support, and inform around hepatitis B, hepatitis C, and liver health. We're the peak body for hepatitis B and C in NSW and work across the state. There are currently 17 permanent staff members, approximately 35 casual staff, and a number of volunteers. You can learn more about us and what we do at www.hep.org.au.

Hepatitis NSW has decades of experience working with and for its community to deliver high-quality programs and projects that meet the health and wellbeing needs of those affected by hepatitis B and C. We are known for the quality of our programs, the strength of our external relationships, and the community focus we bring to the hepatitis B and C responses in NSW.

About the role

Hepatitis NSW envisages a small team of Aboriginal staff consisting of the Program Officer and Aboriginal casual staff with lived experience of hep B and C building and leading projects with and for Aboriginal people and communities. This role will work in close collaboration with other roles in the organisation including with peer program staff, peer workers, the hepatitis B team, and the community testing coordinator.

This position is full-time, 5 days per week, 35 hours per week and based at our offices in Surry Hills, Sydney.

The Program Officer – Aboriginal Community Engagement is designed to be a role where the successful applicant will be able to shape and drive their job in the direction that works for the community, for Hepatitis NSW's strategic goals, and for NSW's hepatitis B&C elimination goals. This provides exciting flexibility and the opportunity to carve out a role that suits the person in the role: one that can be built and grown around your skills, experience, and knowledge.

The role will primarily centre around building relationships with Aboriginal Community Controlled Health Organisations (ACCHOs), community organisations, and local health district partners across NSW to run health promotion events, often with clinical support from hepatitis nurses, that deliver hep B and C education, testing, and treatment directly to Aboriginal people. It will also involve community engagement at key cultural events such as the Koori Knockout and NAIDOC week events.

This role has a statewide reach and, as such, travel will be required as part of the role. A NSW Driver's Licence is required as is the ability to travel, including some out of hours work on evenings and weekends occasionally.

The role will require involvement in finger-prick blood testing, work inside NSW prisons, and engagement with community in and around drug health services such as needle and syringe program outlets and methadone clinics. Potential applicants must be comfortable working in these settings and with a non-judgemental attitude.

What we are looking for

Hepatitis NSW is looking for a motivated and community person to join our team in the role of Aboriginal Program Officer. This is an Aboriginal identified position and is open to Aboriginal and/or Torres Strait Islander people only. Hepatitis NSW considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under s 14 of the *Anti-Discrimination Act 1977* (NSW).

We are looking for someone who will fit with our organisational values and so being a good fit with our organisational culture is as important as having the right skills, qualifications, and experience.

Here are the experience, qualifications, and knowledge we are looking for:

- Relevant degree qualification or at least two years' experience in a relevant area of work, for example, a health, education, or social services environment.
- Demonstrated record of effective, culturally safe, and collaborative practice working with Aboriginal communities to improve health, social, economic, or cultural outcomes for Aboriginal people.
- Skill in working with and responding to the needs of stakeholders from a wide range of social, cultural, and economic backgrounds.
- Experience or willingness to work in challenging environments and demonstrating a non-judgemental attitude.
- Experience in working in a client-focused and person-centred manner.
- Demonstrated understanding and sensitivity toward engaging in a culturally appropriate way with Aboriginal people, and an understanding of issues affecting Aboriginal and Torres Strait Islander peoples.

Here are the skills, attitudes, and abilities we're also looking for:

- A passion for working with and for community to improve health and wellbeing.
- An interest in working to improve the lives of marginalised, vulnerable, and disadvantaged people.
- Collaborative, friendly, and inclusive approach to working with colleagues and external partners.
- Strong ability to build and maintain positive relationships with a range of partner organisations and community members.
- Well-developed communication and interpersonal skills.
- Well-developed organisational skills including the ability to prioritise, plan and manage your own work.
- The ability to work to deadlines with minimal supervision or as a member of a team.
- Competency in using a range of PC-based computer applications, including Microsoft Office suite.

Prior knowledge of hepatitis B or C are not required nor is a previous background in the health sector; this knowledge can be easily learned. What is most important is motivation to improve the health and wellbeing of Aboriginal people affected by these viruses and a community-minded approach to engagement.

Why work with us

Hepatitis NSW is an organisation that strives to live its organisational values and, as such, offers great working conditions and benefits to all staff, including but not limited to:

- 35-hour work week.
- A generous time off in lieu policy for any additional hours worked.
- 60-40 split between the office and working from home.
- Full fringe tax benefits.
- Study leave.
- Chronic illness (extended personal) leave.
- Ceremonial leave for First Nations employees.
- Special (end of year shut down) leave.
- Employee Assistance Program
- Additional paid COVID-19 leave.
- Great personal and professional development opportunities including attending and presenting at interstate conferences.
- A \$900 annual professional development budget.
- A strong commitment to work-life balance, a great organisational culture, and a vibrant and diverse workforce.

Hepatitis NSW is a highly regarded organisation with a great reputation as a flexible, high-achieving community organisation with a truly statewide reach. A drive to improve the health and wellbeing of our communities is at the core of the work we do and we're proud of the outcomes we achieve for people affected by hep B and C across NSW.

Selection Criteria

Please respond to the following criteria, providing specific, detailed examples that demonstrate you have the qualifications, knowledge, experience, skills, and abilities identified above.

We recommend providing a couple of hundred words for each point as these will be the criteria your application is judged upon. If you do not complete the selection criteria, your application will not be considered.

This is an Aboriginal identified position and is open to Aboriginal and Torres Strait Islander people only. Hepatitis NSW considers that being Aboriginal and/or Torres Strait Islander is a genuine occupational qualification under s 14 of the *Anti-Discrimination Act 1977* (NSW). Confirmation of Aboriginal and/or Torres Strait Islander heritage is a condition of employment.

- 1. Give a detailed example of a time you worked within the Aboriginal community to improve the health, social, cultural, or financial outcomes of Aboriginal people or community.**

- 2. Detail your skills and experience in building, developing, or growing a program that meets the needs of its clients.**
- 3. Give a detailed example of working closely with a team of people to deliver a project, program, or activity in a community setting.**
- 4. This role is flexible to the successful candidate. Please outline how you would envisage shaping this role to suit the needs of the community as well as match your experience and skillset.**
- 5. Provide a short explanation of why this role interests you.**

CONDITIONS OF EMPLOYMENT:

Terms and conditions of employment will be based on the Social, Community Home Care and Disability Services Industry (SCHADS) Award 2010 and Fair Work Act 2009.

The offices of Hepatitis NSW are located on Level 4, 414 Elizabeth Street, Surry Hills NSW 2010 and operates on 60/40 hybrid office/work from home arrangement.

All staff are required to work in the office on Thursdays.

Salary packaging is available following successful completion of probationary period.

Employment is subject to a national criminal record check.

A COVID-19 vaccination certificate or exemption is also a requirement by our funder, NSW Ministry of Health for all employees and volunteers.

Some out-of-hours work may be required.

Willingness to undertake travel within NSW, as well as interstate.

Current NSW driver's licence.

Prepared by: Kyle Leadbeatter, Program Manager

Approved by:

Steven Drew, Chief Executive Officer

Date: 10 January 2024

10 January 2024