

Dear Enquirer

Thank you for your interest in Hepatitis NSW and for your interest in the position of:

Project Officer – Custody to Community

Part-time
28 hours per week

Your written job application should include:

- **A letter or statement addressing each of the selection criteria.** 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 12pm, Monday 4th of March 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 11th of March 2024.**

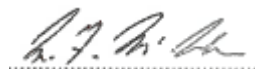
The successful applicant will be asked to consent to undergo a criminal record check, as required by our funding body, NSW Health.

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 **12pm, Monday 4th of March 2024.**

With best wishes,



Maria McMahon
Chief Operations Officer

Position:	Project Officer – Custody to Community
Reports to:	Program Manager – Priority Populations and Settings
Hours:	28 hours per week
Classification:	SCHADS Level 4
Salary:	\$67,919.00 (including super and annual leave loading)
Employment type:	Part-time, fixed term 12 months

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 19 office-based 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

The Custody to Community Project is a new project for Hepatitis NSW with the aim of assisting people who are exiting prison while on hepatitis C treatment in completing their course of 8- or 12-week treatment and getting tested to check that they are cured upon completion. The project officer will work closely with Justice Health NSW to determine those people in the prison system currently on hepatitis C treatment and who may be released in the next 6 weeks. The project officer will then organise to visit that client in prison, build rapport, and establish ways to contact and connect them upon release. Once released into the community, the project officer will assist the client in continuing their treatment, linking up with any relevant hepatitis services, and facilitating testing after completion of treatment to check if they are cured. Contact post-release will be via phone only.

This role is not a case management role, and the project officer is not expected to assist clients beyond the scope of hepatitis C-related healthcare needs. Building a strong suite of referral links and providing clients with information to address other priorities will be a part of the development of the project, however.

This role may also involve working in other prison-related activities and projects including involvement in large-scale hepatitis C testing blitzes in NSW prisons. There will also be other regular tasks that may be involved in this role such as answering enquiries through our Hepatitis Infoline, collaborating with colleagues on other relevant projects, delivering education sessions and presentations, and involvement in community outreach testing activities.

This role will require working quickly from appointment to getting the project up and running. The project officer will be encouraged to work with the Program Manager, colleagues, external partners, and other colleagues to build, deliver, and evaluate the project, utilising the extensive and established relationships Hepatitis NSW already has in this sector.

The project officer will also work closely with a 2 days per week project officer based on the mid-north coast who will be doing the same role through the Mid-North Coast Correctional Centre.

Key areas of work will include:

- Building the Custody to Community project from proposal to effective program.
- Working closely with Justice Health to establish systems to connect with people in prison who are on hep C treatment and due for release in the near future.

- Establishing strong and diverse relationships with partners who can provide continuity of care to people exiting the criminal justice system.
- Develop a strong suite of referral links and pathways to assist clients with addressing non-hepatitis issues.
- Building strong data collection and evaluation tools to build a strong evidence base for the program and meet key performance indicators.
- Visiting people in prison to establish rapport in order to assist with their treatment continuation post-release.
- Contacting people post-release via phone to ensure continuity of care, completion of treatment, and testing for cure (SVR testing).
- Developing data collection and evaluation mechanisms in line with the project's goals and key performance indicators (KPIs).
- Working on the Hepatitis Infoline to conduct intakes of new clients.
- Other correctional services related duties as required.

This role will require out of office work visiting prisons in the Sydney area. Office-based work will take place at the Hepatitis NSW in Surry Hills. This will also come with light physical demands such as transporting resources.

This role is a fixed term position for 12 months.

What we are looking for

Hepatitis NSW is seeking a motivated and community-minded person to join our new Custody to Community project.

These are the experience, qualifications, and areas of 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, community, corrections, or social services area of work or study.
- Demonstrated record of effective, culturally safe, and collaborative practice working with diverse communities to improve health, social, economic, or cultural outcomes.
- Skill in working with and responding to the needs of stakeholders from a wide range of social, cultural, linguistic, and economic backgrounds.
- Experience in community engagement, participation and/or community development.
- Experience or willingness to work in challenging environments and demonstrating a non-judgemental attitude towards people of all genders, ethnicities, cultures, religions, and backgrounds.
- Experience in working in a client-focused and person-centred manner.
- Understanding of the NSW health system and how to navigate it.

Here are the skills, attitudes, and abilities we are 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.
- A strong and demonstrated ability to get a project off the ground quickly and effectively.
- An interest in working to improve the lives of people affected by the criminal justice system.

- Comfortability working within the NSW prison system.
- 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.

Much of this role will involve working within prisons in the Sydney area. This includes visiting people inside the prison and building relationships to be continued upon release from prison. Applicants must be comfortable working in this environment and dealing with the challenges that it may present.

Applicants are not expected to have experience working in the prison system but an understanding of correctional settings is a plus. Applicants will need to be able to secure permission to access the prison from the governor of each prison which may preclude applicants with a recent history of incarceration from applying. Hepatitis NSW strongly encourages people with lived experience of hepatitis to apply.

OTHER RELATIONSHIPS

Internal

- Reports to the Program Manager – Priority Populations and Settings.
- Work closely with the other, regional-based Custody to Community Project Officer
- Casual staff, especially our lived experience peer workers
- Liaise and collaborate with other office-based Hepatitis NSW staff.

External

- Communities and people living with, at-risk of, or affected by, hepatitis B and hepatitis C.
- Key stakeholders and partners, including but not limited to:
 - Justice Health NSW
 - Corrective Services NSW
 - Local Health Districts
 - Community Restorative Centre
 - Any other organisations offering services to people in or exiting custody.

Why work with us

Hepatitis NSW has a long history of working effectively in providing a connection between community and the health sector to improve the health and wellbeing of communities affected by hepatitis B and C. Hepatitis NSW is an organisation that strives to live its organisational values and, as such, offers attractive working conditions and benefits to all staff, including but not limited to:

- A generous time off in lieu policy for any additional hours worked.
- 60-40 split between the office and working from home.
- Flexible working days and hours
- 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.

- 1. Give a detailed example of a time you worked on a project to improve the health, social, cultural, or financial outcomes of a specific group or community.**
- 2. Detail your skills and experience in working quickly to build, develop, or grow a program.**
- 3. Give a detailed example of working with a diverse group of stakeholders to deliver a project, program, or activity in a community setting.**
- 4. Provide an explanation of why this role interests you.**
- 5. If you have any experience working in the criminal justice space or with people affected by the criminal justice system, please provide an overview of that experience here. If you do not, please leave this space blank; it will not negatively impact your application.**

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.

All staff are required to work from home on Fridays.

Salary packaging is available following 3 months of continuous employment.

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.

Proof of hepatitis B immunity or lived experience of hepatitis B will also be required for this role.

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: 8 February 2024

8 February 2024