

Position Description Community Educator

1. OVERVIEW

Position	Community Educator
Employment status:	This position is part-time (1 day per week, 0.2 FTE) for 6 months, and then subject to ongoing funding An initial three month probationary period will be a part of the offer of employment and employment contract.
Accountability:	The position reports to the Priority Populations Lead 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 are available.
Location:	The position is based at LiverWELL 15 Gracie Street, North Melbourne or any other location as mutually agreed.

2. ORGANISATIONAL ENVIRONMENT

LiverWELL Incorporating 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 and liver disease. It is governed by an independent Board of Directors with the Chief Executive Officer and staff performing day to day duties.

LiverWELL works to:

- Raise awareness of liver disease and prevent the transmission and impact of viral hepatitis
- Increase access and referral to quality information, care, treatment and support.
- Provide leadership and coordination for the community response to viral hepatitis and liver disease
- Offer a number of programs for individuals and organisations that promote well-being, educate and increase the capacity of others to respond
- Influence the government, media and other agencies in relation to a stronger response to the challenges of viral hepatitis and liver disease in our community.

3. OUR VISION AND VALUES

OUR VISION

A Victorian community where there are no new infections of viral hepatitis and where those with hepatitis and liver disease maximise health and wellbeing.

OUR VALUES

- *Respect* – We respect all people affected by viral hepatitis and liver disease, working always to promote their dignity and to challenge stigma and discrimination
- *Participation* – We encourage people affected by viral hepatitis and liver disease to have input into our work and to have their voices heard in relation to their wellbeing
- *Diversity* – We seek to understand and value the diverse circumstances and cultures of the people and communities with whom we work
- *Excellence* – We aspire to do what we do well, and base our work on evidence of need and of effectiveness
- *Integrity* – We work according to a consistent set of values and principles at all times

- *Innovation* – We welcome new ideas, are open to change, and respond in innovative ways to new circumstances
- *Impact* – We strive for maximum impact in relation to viral hepatitis and liver disease, and to promote the visibility of liver health issues in the community
- *Collaborations* – We seek to broaden our impact through strategic partnerships and collaborations with others who can have a positive impact on viral hepatitis and liver disease.

4. POSITION CONTEXT

LiverWELL receives funding from the Victorian Department of Health to deliver a range of hepatitis and liver health 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.

LiverWELL is funded to undertake a Hepatitis B Community Mobilisation campaign that aims to ensure that recently arrived refugee and migrant communities in Victoria are tested, vaccinated and if necessary managed for hepatitis B. The project includes hepatitis B community education within the identified communities, as well as community based testing for hepatitis B and where appropriate vaccination against hepatitis B and referral and medical follow up for community members.

The Multicultural Community Educator will assist in the development and implementation of the project in selected communities in Victoria.

5. KEY RESPONSIBILITY AREAS

Program development, implementation and evaluation

- Actively reach out and communicate with members of culturally diverse refugee and migrant communities across Victoria to build up a network and enhance existing relationships. This will include establishing relationships with recently arrived refugee and migrant communities including community leaders, community media representatives and festival/event organisers.
- Break down barriers in understanding hepatitis B transmission, testing, vaccination and treatment in culturally and linguistically diverse communities by providing outreach to multicultural communities across identified local government areas by delivering hepatitis B and liver health education sessions.
- Present community based hepatitis B education with the identified priority communities.
- Promote and facilitate access to hepatitis B vaccination and access to services for management and treatment of hepatitis B for identified community members within the priority refugee and migrant communities.
- Contribute to an understanding of effective approaches to maximising testing, vaccination, treatment and support in relation to hepatitis B in these communities.
- Be involved in LiverWELL initiatives such as World Hepatitis Day, Hepatitis LIVERability Festival , amongst others.
- Assist in the development and implementation of an evaluation protocol for the project.

Capacity building

- The Multicultural Community Educators will receive content training and be provided with support throughout their employment.
- Regular reports to and meetings with the Priority Populations Lead will be scheduled to review progress of work.

- Evaluation reports and session notes based on feedback of participants will be submitted. The content of education sessions will be reviewed regularly based on the feedback and learnings from program participants.
- Written progress reports to LiverWELL and project funders are to be submitted to required timelines.

Teamwork

- Report regularly to the Priority Populations Lead on the progress of work.
- Contribute to LiverWELL communications strategies, including social media and publications.
- Attend and participate in regular general and specialist staff meetings.
- Act to promote a friendly climate, good morale and co-operation within the Hepatitis Victoria/ LiverWELL team.
- Take actions, make decisions, and shape priorities to reflect the organisation's vision and values, and abide by LiverWELL's operational policies.
- Undertake other duties as agreed.

6. SELECTION CRITERIA

Essential

- Experience in in community engagement/participation and or community development in a health or community education/services or in a related field.
- Fluent in a language other than English, particularly in a priority community language.
- Established relationships with recently arrived refugee and migrant communities including community leaders, community media representatives and festival/event organisers.
- Demonstrated ability to work as part of a team to achieve goals.
- Proficient communication, writing and networking skills.
- The ability to develop an in-depth understanding of the implications of living with viral hepatitis and liver disease.
- It is a condition of employment that a driver's license valid for the State of Victoria remains current during employment

Desirable

- Strong negotiation and time management skills, with the capacity to respond flexibly.
- A driver's licence current for the State of Victoria.
- Having an established network of community leaders and community members in one or more recently arrived refugee and migrant communities would be viewed favourably.

7. GENERAL INFORMATION

- LiverWELL is committed to cultural diversity in the workplace and is an equal opportunity employer. People affected by viral hepatitis and liver disease, Aboriginal and Torres Strait Island people, people from a culturally and linguistically diverse background and people with experience working with those communities are encouraged to apply.
- The general conditions of employment will those contained in the current LiverWELL Enterprise Bargaining Agreement.
- A vehicle may 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.