

Position Description

Hepatitis B Community Educator

Employment:	Part-time (20 hours per week) to 30 June 2022
Role Classification:	Level 4.1 Social, Community, Home Care and Disability Services Industry Award
Reporting to:	Executive Officer

About Us

Hepatitis ACT is a community-based hepatitis organisation funded by ACT Health. We work to prevent viral hepatitis transmission, reduce morbidity and mortality, and minimise the related personal and social impacts. These outcomes are achieved through the design and delivery of:

- targeted education activities and resources (including in languages other than English) for priority populations
- a program of broader community awareness, health promotion, and representation to help raise the profile of viral hepatitis commensurate with its prevalence, incidence, and burdens
- advocacy, support, and referral
- training and development for organisations and workers providing support and care for priority populations
- secondary needle and syringe program (prevention) services.

Our Vision and Values

Empowering people and communities by reducing the impact of viral hepatitis in the capital region.

At Hepatitis ACT, we:

- act with respect and integrity
- enable self-determination
- provide inclusive and confidential services
- work together to be leaders in our field
- value accountability and evidence based practice

About the position

The Hepatitis B Community Educator delivers a program of hepatitis B information, education and health promotion to all priority populations with a focus on Aboriginal and Torres Strait Islander people and people from high prevalence culturally and linguistically diverse (CALD) communities.

Representing Hepatitis ACT, the Hepatitis B Community Educator will utilise relevant community networks and will adopt a collaborative approach to addressing the incidence and impacts of hepatitis B in affected communities, with priority access for Aboriginal and Torres Strait Islander people and CALD communities.

Key Position Responsibilities

The Hepatitis B Community Educator will work collaboratively and independently within a small team environment using a health promotion and community development approach to:

- Establish partnerships with key people in affected communities and organisations working with these communities, and support the delivery of viral hepatitis information in a range of languages.
- Represent Hepatitis ACT at meetings and committees relating to viral hepatitis and other blood borne virus management for people affected by or at risk of viral hepatitis in the ACT community.
- Plan, negotiate and coordinate the delivery of viral hepatitis information, education and health promotion activities.
- Design and deliver presentations and information sessions.
- Maintain program records in a confidential and organised manner.
- Assist in the development, review and dissemination of education materials.
- Collect evaluation information.
- Utilise administration and reporting systems including Microsoft Office suite.
- Other duties as assigned.

Selection Criteria

Applications will be assessed against the following criteria:

Essential

1. Qualifications and/or demonstrated experience in education, community development, health promotion or other relevant area
2. Well-developed liaison and representational skills with an ability to build rapport with a widerange of people especially affected communities
3. Ability to design and present innovative and effective information and education programsand activities to raise awareness of/and prevent viral hepatitis transmission within affectedcommunities
4. Ability to work independently as part of a small team
5. Strong written and oral communication skills
6. Sound administration and organisational skills including competence using Microsoft Office
7. Current unrestricted driver's licence and access to own reliable vehicle
8. Willingness to obtain Working with Vulnerable People registration and undergo a National Police Check

Desirable

9. Understanding and/or knowledge of viral hepatitis, related diseases, prevention strategies, and health management needs for affected people. Whilst lived experience is an advantage in this role, disclosure is not a requirement
10. Established network/s of community leaders and organisations working with affected communities

How to apply

To apply, please send a cover letter (two pages maximum) outlining your suitability for this role and your current resume to executive@hepatitisact.com.au.

Applications close at 5pm on Tuesday 24 July 2021.

Interviews for short-listed candidates may commence prior to applications closing.

Further Information

For further information please contact Joshua Anlezark executive@hepatitisact.com.au or (02) 6230 6344.