

## Position Description

### Health Promotion and Projects Coordinator

#### 1. OVERVIEW

<b>Position</b>	Health Promotion and Projects Coordinator
<b>Employment status:</b>	This position is a full-time position on an ongoing basis.  An initial six-month probationary period will be a part of the employment contract.
<b>Accountability:</b>	The position will report to the Senior Health Services Manager on a day-to-day basis on the delivery of program objectives. Overall accountability will be to the Chief Executive Officer.
<b>Remuneration:</b>	Commensurate with responsibilities of position and experience of the successful candidate.  Access to the benefits of salary packaging is available
<b>Location:</b>	The position is based at LiverWELL, 15 Gracie Street, North Melbourne, or other arrangements as 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.

The organisation strives to address the needs of priority populations affected by viral hepatitis and liver disease including:

- Culturally and linguistically diverse communities
- Aboriginal and Torres Strait Islander people
- People who inject drugs
- People in custodial or post custodial settings
- People at risk of acquiring liver disease
- People needing increased access to management and care for liver disease

To achieve this, LiverWELL collaborates with a wide range of stakeholders including researchers, clinicians, public health entities, community and health services providers, government, and community organisations. Throughout we are driven by and seek to represent the voice of people with lived experience of liver disease.

### 3. OUR VISION AND VALUES OUR VISION

Better liver health for Victorians, free from hepatitis and stigma.

#### OUR VALUES

- *Respect:* we respect all people affected by liver disease, promoting dignity and challenging stigma and discrimination
- *Inclusion:* we seek to understand and value the diverse circumstances and cultures of the people and communities with whom we work
- *Collaboration:* we work in partnership with those affected by liver disease and with others who share our values and aim
- *Impact:* we strive for maximum impact, building on evidence, being innovative and driving change to achieve better liver health

### 4. POSITION CONTEXT

Liver health is the ignored health crisis. In Australia, 6 million people are at risk and 1,400 die of liver cancer every year, the fastest growing cause of cancer death. It has a direct cost to the economy of approximately \$50.7 billion per year.

LiverWELL delivers a range of hepatitis education, community awareness, advocacy, training and workforce development programs for key priority groups within the Victorian community. These programs have been developed to reduce the risk of hepatitis, and to increase awareness of and support for people living with viral hepatitis and liver disease.

LiverWELL receives funding from the Victorian Department of Health and Human Services and other providers to deliver a range of hepatitis 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 has been funded to provide a variety of health promotion programs and activities under a detailed Health Promotion Plan, targeting priority populations with or at risk of viral hepatitis.

### 5. KEY RESPONSIBILITY AREAS

#### 5.1. Health Promotion Program and Activity coordination

- Develop an annual calendar of events that delivers on annual targets
- Work as part of the health promotion team and key external stakeholders to plan, coordinate and deliver the health promotion teams program and campaign activities, to maximise the health promotions calendar of appointments, efficiency, and impact.
- Coordinate activities across LiverWELL and the health promotion team to ensure relevant activities are completed efficiently and effectively, with adequate lead times
- Identify new program and activity opportunities and build proposals in line with operational objectives and capacity
- Develop complete project plans for each program activity including:
  - Training materials
  - Any required OH&S documentation
  - Equipment and health promotional materials
  - key stakeholder, staff and volunteer contacts.
- Ensure activity reporting is maintained across all program and project areas to reflect team efficiency and health promotion effect.
- To effectively coordinate each event safely, within budget and to achieve stated purpose.
- Maintain, report, and monitor continuous quality improvement strategies within the health

promotion team and support other areas as required.

- Liaise with marketing and communications within LiverWELL and external key stakeholders to develop promotional materials and content.
- Liaise with LiverWELL community engagement officer and LiverWELL's Communications department to contribute to the development of LiverWELL publications and resources
- Undertake LiverLine (information line) shifts as negotiated with the senior health services manager
- Assist in identifying, documenting and assessing project opportunities in conjunction with the Business Development Manager for potential funding.
- Develop and maintain processes and procedures and drive quality management for health promotions.

### **5.2. Relationship management:**

- Attend and participate in regular general and specialist staff meetings.
- Report regularly to the Senior Health Services Manager on the progress of activities and programs and to develop written progress reports for the organisation and project funders as required.
- Contribute to and be involved in LiverWELL initiatives such as World Hepatitis Day events and grant management
- Act to promote a friendly climate, good morale, and co-operation within the LiverWELL team of staff and volunteers.
- Take actions, make decisions, and shape priorities (individual, group or team) to reflect the organisation's vision and values, and abide by LiverWELL's operational policies.
- Update and maintain LiverWELL's Client Relationship Management database and systems
- Undertake other duties as agreed.
- Manage relationships with Key Stakeholders, consultants and third party suppliers

### **5.3. Administration:**

- Ensure that all required licences, permits and any other legal requirements/authorisations are obtained prior to any event.
- Manage each event's budget and handle invoice and supplier account queries relating to events.
- Ensure that the CRM and systems are developed and maintained with all relevant contact information and activity for events in the health promotion department.
- General administrative tasks as directed.
- Support the dissemination of clinical and health related information across the team as led by the Senior Health Services manager

### **5.4. Evaluation and Reporting:**

- Monitor activity ensuring that progress, impact and return on investment is continually evaluated.
- Ensure that Work in Progress meetings are held with all internal, and where relevant external, stakeholders to continually evaluate event progress, impact, and return on investment.
- Support team to develop program evaluations
- Maintain an up-to-date record of each event plan, to enable regular reporting to all stakeholders.
- Complete a review for all events, 3rd party events and activities (where appropriate), detailing successes, budget adherence, problems, and improvements to inform event development.

### **5.5. General:**

- Willingness to undertake training and development opportunities as appropriate.
- Effective time management and organisational skills demonstrated through ability to meet deadlines.

## 6. KEY SELECTION CRITERIA

Please note: all applications must specifically address the key selection criteria.

### 6.1. Essential

- Highly developed communication skills, including the ability to develop quality documentation, supporting literature, guidelines, written reports and correspondence in a clear and concise manner together with the ability to network with individuals from other organisations and groups.
- Demonstrated ability to prioritise and schedule events/projects for a team or group of activities and effectively manage conflicting priorities.
- Outcomes focused.
- Ability to develop a thorough understanding of the medical, emotional and social implications of living with viral hepatitis, as well as a commitment to and understanding of the principles and applications of harm minimisation.
- Proven ability to establish and build good stakeholder relationships and to network with individuals from other organisations or groups.
- Proven ability to identify and solve problems and where applicable provide relevant recommendations.
- Demonstrated proficiency and experience using the Microsoft Office suite of applications combined with a strong desire to learn and adopt new systems.
- Accuracy and attention to detail.
- Demonstrated ability to work independently with minimal supervision as well as within a team, working collaboratively to achieve goals.
- A capacity to obtain a National Police Record Check.
- A capacity to obtain a Victorian Working with Children check.
- The capacity to travel when required to rural areas and to stay overnight if necessary.

### 6.2. Highly desirable

- Experience in the use of databases, including CRM databases.
- Relevant qualifications and/or experience in health promotion and/or community development.
- Demonstrated understanding of the principles of adult education and group facilitation.
- Experience in working with marginalised or at risk communities, including people in custodial settings, Aboriginal and Torres Strait islander peoples, people who inject drugs, at risk young people and people from culturally and linguistically diverse backgrounds.
- An understanding and /or experience in the range of issues closely associated with viral hepatitis, such as injecting drug use, harm reduction, custodial settings etc.
- Capacity to obtain security clearance to access both public and private prisons in Victoria if required.
- At least two years experience in health education, health promotion, community development or related fields.
- Ability to analyse and contribute to research and policy development.
- Desirable A Certificate IV in Workplace Training & Assessment (TAE40110 or equivalent)
- A current driver's license valid for the State of Victoria.

## 7. GENERAL INFORMATION

LiverWELL is committed to cultural diversity in the workplace and is an equal opportunity employer. People affected by viral hepatitis, 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 LiverWELL's Enterprise Bargaining Agreement.

- A vehicle will be made available for work related duties
- Regular performance reviews will be conducted using mutually established performance indicators.