

Position Description

OVERVIEW

Position	Health Promotion Officer – CALD Communities
Employment status:	This position is available part-time (0.4 FTE) Fixed term until June 2026 , with possibility of extension subject to funding
Accountability:	The position will report to the Health Promotion Manager
Working relationships:	Collaborates with culturally and linguistically diverse (CALD) community organisations, leaders, and health services, alongside LiverWELL staff, to deliver culturally responsive outreach, education, and referral activities.
Remuneration:	Classified at SCHADS Award Level 4.1 , with an annual salary of \$88,090 (pro rata, \$35,236 at 0.4) plus access to salary packaging benefits.
Location:	Based at LiverWELL, 15 Gracie Street, North Melbourne, with flexibility to work from home by agreement. <i>Note: LiverWELL will be relocating to a new office in December 2025.</i>

ABOUT LiverWELL

LiverWELL (incorporating Hepatitis Victoria) is a not-for-profit community-based organisation that has worked for over 30 years to eliminate viral hepatitis in Victoria. In line with Victorian and Australian government strategies, our long-term plan builds on this critical work and broadens our scope to improve liver health outcomes for all Australians.

Viral hepatitis and steatotic liver disease are major contributors to liver disease and liver cancer. Together, they represent two of the fastest-growing risk factors for cancer-related mortality and morbidity in Australia.

LiverWELL collaborates with a broad spectrum of community, health sector, research, and government organisations to:

- Raise awareness of viral hepatitis and noncommunicable liver disease to help reduce their risk and impact through community education, sector capability building, and efforts to challenge stigma and discrimination.
- Improve access and referral to quality information, care, treatment, and support especially for vulnerable and at-risk communities.
- Support people with lived experience of viral hepatitis and liver disease to actively participate in solutions, ensuring that their voice informs responses to viral hepatitis and liver disease.
- Advocate, collaborate and mobilise collective action to eliminate viral hepatitis and drive a stronger response to the challenges of viral hepatitis and liver disease in our community.

OUR VISION

Liver health for all.

We prevent and reduce the impact of liver disease, including viral hepatitis, and to continue to combat 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.

POSITION PURPOSE

HepLink is a national initiative that connects people affected by viral hepatitis to information, care, and support through collaboration between community and health organisations. Funded through this program, LiverWELL delivers the Victorian component of HepLink, focusing on community engagement, health promotion, and linkage to care.

The *Health Promotion Officer – CALD Communities* will lead culturally responsive outreach and education activities with Victoria's culturally and linguistically diverse (CALD) communities, helping reduce stigma and improve access to testing, treatment, and vaccination. The role focuses on building trusted community partnerships, strengthening referral pathways, and ensuring that outreach efforts reflect local needs and cultural contexts. Working alongside LiverWELL colleagues and national HepLink partners, the position contributes to more equitable liver health outcomes.

KEY RESPONSIBILITY AREAS

Community Engagement and Outreach

- Plan, deliver, and evaluate culturally responsive outreach and education activities with CALD communities.
- Collaborate with community organisations, leaders, and bicultural workers to co-design and promote sessions that increase awareness of hepatitis, liver health, testing, and vaccination.
- Participate in community events, festivals, and health promotion campaigns to extend HepLink's reach and visibility.
- Support stigma reduction through inclusive messaging and respectful engagement.

Partnerships and Collaboration

- Build and maintain strong relationships with multicultural organisations, community health services, and local councils to support outreach activities and referral pathways.
- Work with LiverWELL colleagues and national HepLink partners to share learnings, align approaches, and contribute to program improvement.
- Engage trusted community leaders and partners to promote attendance and participation in activities.

Referral Pathways and Access to Care

- Provide warm referrals and navigation support to connect community members to hepatitis testing, treatment, immunisation, and care.
- Strengthen relationships with local clinics and service providers to improve equity of access.
- Identify service gaps or barriers to care and report emerging needs to the Health Promotion Manager.

- Support incoming HepLink calls on a rostered basis, providing information and referral as appropriate.

Program Data, Evaluation, and Reporting

- Record outreach and referral activity in RediCASE, ensuring accuracy, privacy, and timeliness.
- Contribute to quarterly and annual reports to Hepatitis Australia and LiverWELL, including case studies and narrative summaries.
- Participate in regular program meetings, supervision, and evaluation discussions to ensure continuous quality improvement.

Organisational Contribution

- Work collaboratively across the LiverWELL team to ensure integration of CALD engagement within broader health promotion strategies.
- Contribute to organisational goals, policies, and initiatives that promote diversity, equity, and inclusion.
- Undertake other duties as directed by the Manager, consistent with the scope and classification of this role.

KEY SELECTION CRITERIA

Essential

- Demonstrated experience in health promotion, community engagement, or related public health programs.
- Proven ability to work effectively with culturally and linguistically diverse (CALD) communities, including strong understanding of cultural safety and community partnership principles.
- Experience or capacity to develop skills in planning and delivering community education or outreach activities in collaboration with multicultural organisations or leaders.
- Experience or readiness to build capability in program evaluation, data collection, and reporting (e.g. case studies, activity summaries, or database entries).
- Ability to provide information and warm referrals in a respectful and inclusive manner, ensuring confidentiality and privacy.
- Strong communication and interpersonal skills, with capacity to engage community members, stakeholders, and partner organisations.
- Sound organisational and time management skills, with demonstrated ability to manage competing priorities and meet reporting deadlines.
- Competence or willingness to learn to use data systems or databases for activity tracking and reporting (e.g. RediCASE or similar).
- Commitment to LiverWELL's values of respect, inclusion, collaboration, and impact.

Desirable

- Qualifications in public health, community health, health promotion, or a related field; or equivalent relevant experience.
- Bilingual or multilingual proficiency, particularly in languages commonly spoken by Southeast and East Asian communities, given the higher prevalence of hepatitis within these populations.
- Living or lived experience of viral hepatitis, liver disease, or other relevant health or social issues.
- Familiarity with hepatitis, liver health, or related public health topics.
- Proficient in Microsoft Office and digital collaboration tools.

MANDATORY REQUIREMENTS

- Current Working with Children Check and Police Check (or ability to obtain prior to commencement).
- Successful applicant must have full working rights in Australia.
- Compliance with all public health and workplace safety requirements applicable at the time of employment.

CONDITIONS OF EMPLOYMENT

- This is a part-time, fixed term until June 2026, with potential extension subject to funding.
- Employment is subject to a standard probationary period of three months, during which performance and suitability for the role will be reviewed.
- Some after-hours and regional travel within Victoria may be required for community engagement and events (time-in-lieu arrangements apply).
- Occasional interstate travel may be required for workshops or meetings.
- Salary packaging available in accordance with ATO guidelines.
- Flexible and hybrid working arrangements are supported by agreement with the Manager. Attendance in the office is required on certain days of the week as scheduled by the Manager, in line with the organisation's Work-From-Home Policy.
- A current Victorian driver's licence (or an ability to travel independently for work purposes) is required, unless exempt due to medical or other reasonable circumstances.
- This role is not eligible for visa sponsorship, and LiverWELL is unable to provide letters of support or documentation for visa extensions or renewals.

ORGANISATIONAL POLICIES

All employees are expected to comply with LiverWELL's policies and procedures, including Code of Conduct, Privacy and Confidentiality, Work Health and Safety, Cultural Safety, and Child Safety policies.

EQUAL OPPORTUNITY AND INCLUSION

LiverWELL is committed to diversity, equity, and inclusion in the workplace and is an equal opportunity employer. We particularly encourage applications from Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse (CALD) backgrounds, LGBTQIA+ communities, and people with lived or living experience of viral hepatitis, liver disease, or other relevant health or social circumstances.