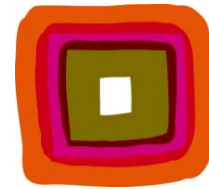


Position Description

Position Summary	
Position Title	Project Officer-“Marissa and me” (Alcohol awareness project)
Program	Centre for Culture, Ethnicity and Health
Enterprise Agreement / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2021 or its successor
Classification	SACS Level 4
Reports To	Program and Projects Coordinator, CEH
Ordinary Location	23 Lennox Street, Richmond, VIC
Immunisation Requirements	Current and compliant with Victorian Department of Health requirements.

Organisation Profile
<p>North Richmond Community Health (NRCH) is committed to making healthcare more accessible and culturally relevant. It works with community members to support social justice principles which afford all people the right to dignity, respect, and the highest quality of care. With the recent addition of Victoria’s first Medically Supervised Injecting Room, NRCH is dedicated to combating stigma and discrimination experienced by people who use drugs, and improving their quality of life.</p> <p>NRCH provides a range of medical, allied health, dental and community services to clients from all backgrounds. We also provide specialist health services in other parts of Victoria, and work with health, government and community services around the country.</p> <p>Website Information: www.nrch.com.au</p> <p>The Centre for Culture, Ethnicity & Health (CEH) is a unique agency offering expertise in cultural diversity and health, cultural competence, social marketing, cross-cultural communication and consumer participation and health literacy to organisations across Australia.</p> <p>We assist other organisations to provide a high quality of service to clients from migrant and refugee backgrounds. Our clients include hospitals, government departments, local councils, health centres, community services and higher education providers. We support them with training, social marketing services, advice, resources and information.</p> <p>Website Information: www.ceh.com.au</p>
Program Description
<p>Marissa and Me is a new project funded by VicHealth until June 2023. It builds on the knowledge of communities and the networks developed during the past 2 years through CEH’s Multicultural Drug and Alcohol Program (MDAP) and aims to address problematic alcohol use by young adults in the East African communities of the City of Yarra (mainly Richmond, Collingwood and Fitzroy estates). You will be part of a small and enthusiastic team of two project officers working with young people.</p> <p>By engaging 10-15 young people (‘Community Youth Advisors’) from the estates to co-design resources and events that will attract other young people, we will raise awareness of the dangers</p>



of alcohol abuse and the harmful industry tactics behind it. Community Youth Advisors will receive training and on-going support to remain engaged in the project.

There is also an outreach component of the project involving engaging with young people on the housing estate to provide positive health messages and referrals.

Position Purpose

The purpose of this role is to identify, engage and support young people with first or second-hand experience of alcohol abuse ('Community Youth Advisers') to take part in the project. They will be supported to develop resources, social media and organise events to raise awareness of problematic alcohol use amongst their peers. The Project Officer will support these vulnerable young people by organising meetings and workshops, providing training, co-organise events and provide case management when needed.

The Project Officer will provide outreach on the Public Housing Estates to engage with young people, promote positive health messages and guide them towards support and treatment for AoD use and mental health if required.

The role also requires networking with local youth agencies to promote the project, identify young people and coordinate supports.

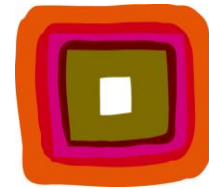
Key Responsibilities

Directly related to position:

- Identify and engage 10 to 15 young adults of East African backgrounds (South Sudanese, Ethiopian, Eritrean, Somali) to provide insights and co-design ways of addressing alcohol abuse in their community.
- Organise meetings with these Community Youth Advisers to design project, resources and events
- Provide practical support to Community Youth Advisers if they need assistance with accessing housing, healthcare, legal support, etc. for themselves
- Develop and maintain networks with Youth and AoD services for shared learning and referral.
- Establish and maintain strong referral pathways for families and individuals.
- Provide education for young people on the estates around harm reduction.
- Maintain sound data collection practices, evaluation and report writing.

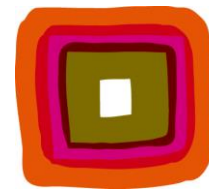
Related to working for CEH:

- Promote the work of CEH.
- Promote the health rights of young people from CALD backgrounds.
- Actively contribute to the growth and development of CEH.
- Support and develop cross-sectoral partnerships.
- Contribute to a positive and collaborative working environment.
- Other duties as directed by management.



KEY SELECTION CRITERIA	
Qualifications	
Desired	<ul style="list-style-type: none"> TAFE or University qualification in Youth Work, Social work, Community Welfare or Community Development
Experience	
Essential	<ul style="list-style-type: none"> Demonstrated experience in working with refugee young people in crisis, preferably in areas such as alcohol and other drugs, homelessness, intergenerational conflict Knowledge and skills in openly discussing sensitive topics such behavioural change, harm reduction, intergenerational conflict. Experience establishing and maintaining stakeholder relationships. Strong case management skills. Current active community networks. Minimum of 2 years demonstrated experience (paid or voluntary) in working with diverse ethnicities, religions, age, genders and sexualities.
Attributes, Qualities and Skills	
Essential	<ul style="list-style-type: none"> Demonstrated capability to self-manage. Ability to work effectively in a fast paced, dynamic environment with limited supervision. Ability to work out-of-hours and on weekends
Desirable	<ul style="list-style-type: none"> Solid written and verbal communication skills, with demonstrated experience in case-note writing From a refugee or migrant background Proficiency in at least one community language (Dinka, Arabic, Somali, Amharic, Oromo, Tigrinya or Swahili)

Required Competencies, Core Values and Behaviours
<p>Communication:</p> <ul style="list-style-type: none"> The ability to present information clearly and persuasively and seek out the ideas and views of others. The capacity to communicate appropriately in a variety of settings, while being consistently professional, concise and engaging. The ability to present well-constructed written communication. <p>Problem solving:</p> <ul style="list-style-type: none"> The ability to coordinate information from a variety of sources; identify, define, and analyse operational problems and situations and anticipate potential roadblocks.



- Solutions focussed approach to problem solving.

Teamwork:

- The ability to collaborate with colleagues to seek solutions that are beneficial to all groups as well as forge successful teams among individuals with diverse perspectives and skills.
- Actively participates in team activities.
- Performs own roles and responsibilities efficiently to contribute to the program and organisation's objectives
- Seeks feedback to ensure work is consistent with expectations.
- Identifies opportunities to do things better, develops ideas with others and assists with the implementation of routine changes.

Interpersonal Relations:

- Understand the importance of fostering positive relationships with co-workers and relevant external organizations.
- Treat all stakeholders with dignity, respect and fairness.
- Deal with differences of opinion fairly before they escalate into conflict and seek common ground among individuals when opinions differ.

Community Focus:

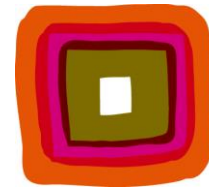
- Is sensitive to communities' heritage, traditions and identity.
- Develops the knowledge and skills needed to provide quality client care.
- Maintains basic awareness of current community issues.

Personal:

- At all times, maintain a standard of conduct, reflective of the NRCH Code of Conduct, and those of relevant professional codes.
- Set annual goals for themselves in conjunction with the line manager and participates in their own annual Performance Management.
- Maintain an effective personal professional development plan.

All NRCH appointments must:

- Conduct themselves in a manner consistent with organisation's Code of Conduct, Scope of Practice, Employment Contract, Cultural Competency standards and all other policies and procedures.
- Behave in a manner consistent with organisation's values of Innovation, Embracing Diversity, Equity of Access, Organisational Learning, Respect for Others, Openness and Connectedness with our Community
- Create and provide a child-safe environment and to the participation and empowerment of children. NRCH has zero tolerance of all forms of child abuse and all allegations and safety concerns will be treated very seriously. All NRCH staff and volunteers are required to contact authorities when they are worried about a child's safety. If you believe a child is at immediate risk of abuse contact 000.
- Participate in the NRCH risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identify opportunities



for continuous improvement in the workplace through communication and consultation with managers and colleagues.

- Contribute positively to a safe workplace by reporting hazards and incidents immediately to an OHS representative, committee member or manager. Employees must behave in a manner that fosters safe working practices.
- Adhere to NRCH infection control policies and procedures.
- Present for work on time, and follow notification guidelines when ill or late for work or applying for leave.
- Be subject to a six-month probationary period, wherein performance will be reviewed prior to the expiry of the probationary period and an ongoing employment decision will be communicated.
- Participate in annual performance reviews where all staff will have responsibility for an individually tailored work plan. All position descriptions are open to periodic review by management in consultation with staff.
- Participate in NRCH Accreditation processes as required;
- Work in the guidelines of the NRCH smoke-free environment, including within vehicles.
- Be willing to perform other duties as directed, in accordance with training, skills and experience.

Further Information

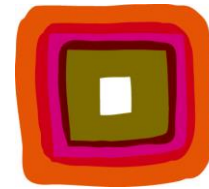
For enquiries relating to this position, contact Bernice at bernicem@nrch.com.au

Job Demands Checklist

North Richmond Community Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

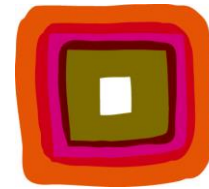
Frequency definitions:	
I = Infrequent	Activity may be required very infrequently
O = Occasional	Activity required occasionally, not necessarily all shifts
F = Frequent	Activity required most shifts, up to 50% of the time
C = Constant	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
N/A = Not Applicable	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Physical Demands						
Sitting	Remain seated to perform tasks				x	
Standing	Remain standing to perform tasks				x	



Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Walking	Periods of walking required to perform tasks				x	
Bending	Forward bending from waist to perform tasks		x			
Kneeling	Remaining in a kneeling position to perform tasks	x				
Lifting/Carrying	Light lifting and carrying		x			
	Moderate lifting and carrying		x			
	Assisted lifting (mechanical, equipment, person assist)	x				
Climbing, Working at Heights	Ascending and descending ladders, steps, scaffolding					x
Pushing/ Pulling	Moving objects e.g. trolleys, beds, wheelchairs	x				
Reaching	Arms fully extended forward or raised above shoulder	x				
Crouching	Adopting a crouching posture to perform tasks					x
Foot Movement	Use of leg and/or foot to operate machinery					x
Head Postures	Holding head in a position other than neutral (facing forward)	x				
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding				x	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	x				
Driving	Operating a motor vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc.		x			
Using role specific tools/equipment	Floor Polishing Machines, Floor Scrubbing Machines and Vacuums					x

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed. Eg. Emergency or grief situations			x		
Aggressive/ Unpredictable People	Raised voices, yelling, swearing, arguing. Eg. Drug/alcohol, dementia, mental illness			x		
Exposure to Distressing Situations	Eg. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased		x			
Environmental Demands						
Security Concerns	Concerns about safety and security of self, accessing and leaving work, performing duties		x			



Noise	Environmental/background noise necessitates people raising their voice to be heard		x			
Confined Spaces	An enclosed or partially enclosed space that is not designed or intended primarily to be occupied by a person					x
Biological Hazards	Eg. Exposure to body fluids, bacteria, infection diseases requiring PPE	x				

Mandatory Employment Requirements

- **Police Checks:** It is a requirement of the role that the incumbent provide a satisfactory National Criminal History Check prior to employment, as well as periodic checks every three years as outlined in the NRCH Recruitment, Selection and Induction Policy. International Police Checks will be required where the incumbent has lived overseas within the past 10 years.
- **Mandatory Immunisation:** North Richmond Community Health is required to manage the risk of transmission of vaccine preventable diseases as legislated by Health Services Amendment (Mandatory Vaccination of Healthcare Workers) Bill 2020 (Vic). Consistent with this, all staff are required to demonstrate evidence of mandatory immunisations/vaccinations prior to commencement of employment, as well as participation in on-going required immunisation programs. Refer to the NRCH Staff Immunisation Program Procedure document for further details.
- **Working with Children Check:** Employees who are engaged in child-related work (and aren't otherwise exempt under the *Worker Screening Act 2020*) are required to provide a satisfactory Working with Children Check prior to employment, as well as periodic checks every five years' as mandated.

I understand and have read the above Position Requirements and hereby declare that I am: Suitably qualified and experienced to undertake these duties described herein; and physically able to undertake the duties herein described without modification.

SIGNATURE: _____ **DATE:** _____

EMPLOYEE NAME: _____