

# POSITION DESCRIPTION



**Position Title:** Community Health Promotion Officer, Testing Services

**Work Level:** Operational

**Reports To:** Coordinator ACON Testing Services

**Direct Reports:** Casual Staff (as required) and Project Volunteers (community members)

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## Position Overview

Planning and delivering health promotion and community development responses to meet the testing needs of gay men and other men who have sex with men in NSW. This includes the provision of rapid HIV testing through the a[TEST] services as well other testing activities that the organisation supports. This role also delivers health promotion to community on HIV combination prevention strategies including condoms, PrEP, PEP, and undetectable viral load.

## About ACON Testing Services

Working with our partners, a[TEST] provides rapid HIV testing, sexual health screening and health promotion to gay, bi+ and queer men. As part of a diverse and multidisciplinary team of health promotion professionals you'll provide peer and community-based rapid HIV testing and other testing services.

## Main Activities

- ✓ Act as part of a team of health promotion professionals providing peer and community-based rapid HIV testing and other testing services to:
  - Explain, administer, read and provide results of rapid HIV tests to gay men and other same sex attracted men.
  - Provide community health promotion on HIV combination prevention strategies.
  - Assist with the coordinating, staffing, planning, scheduling and supporting all a[TEST] activities, including delivery and collection of materials, rostering of staff, and client communications.
  - Assess, develop and market testing services that meet prevention goals and the needs of gay men.
  - Liaise with partner organisations to ensure best practice clinical delivery of community based, HIV and STI testing.
  - Continually build and enhance partnerships with agencies and external service providers to ensure effective responses to community issues.
- ✓ Plan, schedule, deliver and evaluate health promotion activities/materials to achieve established goals and objectives in line with the ACON Business Plan.
- ✓ Identify client's needs and provide appropriate support or referral.
- ✓ Continually build and enhance partnerships with agencies and external service providers to ensure effective responses to community issues.
- ✓ Cooperate with ACON staff, community stakeholders and clients in developing, assessing and modifying program services to meet the needs of the targeted client population.
- ✓ Maintain appropriate and timely statistics, administrative records and written reports.
- ✓ Supervise, support, train and evaluate casual staff.
- ✓ Actively participate in, and contribute to, an ongoing process of supervision, building a positive team culture, information exchange and effective team meetings, general staff meetings, quality improvement and professional development strategies.
- ✓ Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

APPROVED: Director, HIV&SH	CHPO, Testing Services	May 2024
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## Selection Criteria

### Essential:

1. Demonstrated understanding of the sexual and other health issues and information needs of gay and same sex attracted men and the ability to discuss these topics with diverse groups of gay men.
2. A well-developed understanding of HIV prevention strategies relevant to gay, bi and queer men in NSW.
3. Demonstrated experience with peer based education, client service delivery and/or experience in a training or workshop environments.
4. Understanding of and commitment to ACON's communities, particularly people living with HIV, and of their needs.
5. Demonstrated knowledge of health promotion and community development processes.
6. A minimum of two years relevant work experience in a similar role.
7. Good networking and communication skills, including written and verbal presentation skills, and the capacity to cooperate with stakeholders.
8. Demonstrated organisational skills and ability to meet deadlines, and to work individually and as part of a team.
9. Ability to work in the evenings and on Saturdays on an ongoing basis.
10. Ability to work remotely and across numerous sites across the inner city.
11. Applicants must provide evidence of Covid 19, MMR, Hep-A, Hep-B and other vaccinations required to perform the role and work in this clinical setting, including a TB assessment.

### Desirable:

1. Professional qualifications in health, welfare, human services, management or a related field.