

POSITION DESCRIPTION



Position Title: Team Leader, Community Health Promotion - Hunter

Work Level: Team Leader/Professional

Reports To: Regional Manager, Hunter

Direct Reports: Small Team of staff (1-5 employees) and volunteers

Position Overview

The Team Leader is responsible for the day-to-day supervision of the Hunter Community Health Promotion Team based in Newcastle, and oversight of community health promotion activities in the Hunter New England, Central Coast, and Western NSW Local Health Districts. This includes the planning and delivery of ACON's health promotion campaigns and community development responses with PLHIV or affected by HIV, and to sexuality and gender diverse people (LGBTQ+). There is a requirement for the person in this position to travel frequently within NSW.

About the Regional Health Promotion Team

ACON provides outreach to regional areas of NSW to extend the reach of our health services, programs and campaigns. We seek to provide a regular connection and build relationships with regional LGBTQ+ communities and PLHIV or affected by HIV. Our outreach teams visit regularly to:

- ✓ Promote HIV and sexual health testing, treatment and care.
- ✓ Provide safe sex information and resources.
- ✓ Promote a positive experience of sexual health.
- ✓ Deliver information and education about HIV, sexual health, the LGBTQ+ experience and LGBTQ+ health.
- ✓ Support referrals to appropriate services within ACON and locally.
- ✓ Advocate for an informed, healthy, resilient and inclusive LGBTQ+ community.

Main Activities

- ✓ In consultation with the Regional Manager Hunter, manage and drive the successful delivery of health promotion services and activities to ensure key performance indicators (KPIs) and other deliverables are met.
 - Work in partnership with community-based organisations, Local Health Districts and other relevant stakeholders to implement ACON's state-wide HIV prevention response and deliver other LGBTQ+ health promotion activities.
 - Plan, schedule and deliver targeted health promotion, peer education, community development and engagement activities in partnership with PLHIV and LGBTQ+ communities to achieve optimal reach across the regions covered by the Hunter office.
 - Coordinate HIV, STI, and LGBTQ+ education at community events, including the supply of safe sex equipment and ACON's campaign materials.
 - Ensure a comprehensive program of online outreach activities, including maintaining a social media presence and engaging in health promotion across other online mediums accessed by ACON's communities.
 - Maintain and strengthen partnerships between ACON and service provider partners, community businesses, venues, organisations and events, including through the provision of resources.
 - Identify opportunities for partnerships and collaboration with service provider partners, Primary Health Networks, community groups, venues, organisations and events to improve health outcomes for LGBTQ+ people and people with HIV.
 - Act as a gateway by making appropriate referrals to relevant ACON state-wide services, Local Health Districts or other service providers.
 - Build relationships with mainstream and community-based services accessed by ACON's communities and provide inclusion training as needed.

POSITION DESCRIPTION



Main Activities (continued)

- ✓ Manage, support and lead Community Health Promotion Officers (CHPOs) and volunteer workers to deliver established goals and objectives in line with the ACON Business Plan.
 - Provide regular formal supervision to CHPO's.
 - Ensure the health, safety and welfare of staff and volunteers through instruction, supervision and training in line with the organisation's WHS policies and procedures.
 - Ensure the timely collection, collation and provision of data in line with reporting requirements.
 - Manage the working and travelling hours and arrangements of CHPOs to ensure safe work practices and compliance with contracted work hours.
- ✓ Assist in the development, implementation, evaluation and monitoring of health promotion activities and materials.
- ✓ Assist with the development and implementation of strategies to adapt services and programs to meet community need.
- ✓ Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).
- ✓ Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.

Selection Criteria

Essential:

1. Demonstrate well developed skills, expertise and experience in staff supervision, team leadership, performance evaluation and program management.
2. Proven ability to meet individual and team deadlines and manage workloads effectively when there are competing demands and timeframes, particularly when working independently or remotely.
3. Demonstrated successful experience in the development, implementation and evaluation of community development and health promotion programs within a community organisation context.
4. Demonstrated understanding of sexual and general health issues and the information needs of GBMSM Cis and Trans, and the broader LGBTQ+ community.
5. Demonstrated well developed skill, expertise and experience in staff supervision, team leadership, performance evaluation and program management.
6. Proven ability to meet individual and team deadlines and manage workloads effectively when there are competing demands and timeframes, particularly when working independently or remotely.
7. Demonstrated successful experience in the development, implementation and evaluation of community development and health promotion programs within a community organisation context.
8. Demonstrated understanding of sexual and general health issues and the information needs of GBMSM Cis and Trans, and the broader LGBTQ+ community.
9. Evidence of up-to-date Covid 19 Vaccination, in addition to any other vaccination required to perform the role.
10. Current Drivers Licence.

Desirable:

1. Tertiary qualifications in Administration, Management, Social Work, Community Development or Public Health and/or Education.