

Job Description

Job Title	Coordinator Aboriginal Sexual Health Program
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NTAHC is the key non-Government organisation working in the area of blood-borne viruses, education and support in the Northern Territory.

Our Vision is for the elimination of Blood Borne Virus transmission and for a world that strengthens and sustains people living with Blood Borne Viruses.

Our Purpose is to be the community leaders in the eradication of Blood Borne Viruses in the Northern Territory.

OUR VALUES:

- Inclusive
- Informed
- Respect
- Acceptance of cultural and social diversity
- Innovation

Our strategic goals:

1. Prevent further spread of Blood Borne Virus transmissions
2. Improve the health and wellbeing of people living with and affected by Blood Borne Viruses
3. Reduce stigma and discrimination
4. Strengthen community engagement
5. Identify and adapt to the changing landscape of affected communities
6. Ensure the organization is recognized as the industry expert in the NT
7. Increase organizational resilience and sustainability

Location	Alice Springs
Responsible to	Executive Director
Staff reporting to this position	Aboriginal Sexual Health Promotions Officer (Darwin) Aboriginal Sexual Health Worker (Alice Springs)
Direct relationship with	Care & Support Services

Responsible for The coordination of the Aboriginal Sexual Health Program and the delivery of high quality peer based blood borne virus community education and development activities. To develop, implement and evaluate health promotion; community development and education programs relating to sexual health, sexually transmissible infections (STI), acute and chronic HIV / AIDS, HBV and HCV infections and harm minimisation in Northern Territory urban and remote communities.

The duties will also include the case management of Aboriginal clients in partnership with Care & Support Services. Case management services will target Aboriginal clients and individuals managed under the Public Health Act.

The program priority populations are: Aboriginal People who inject drugs; Aboriginal People who are lesbian, gay, bisexual or transgendered including sisters; and Aboriginal People who are at greater risk of or who are living with a blood borne virus (BBV).

Status Full time (76 hours per fortnight)

Salary Range As per pay scale – Level 6 Social and Community Services Employees under the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCDS) MA000100. Salary packaging is available.

Position reviewed July 2017

Position Aims:

- To provide education which prevents and reduces sexually transmitted infections (STIs) and the transmission of Blood Borne Viruses (BBVs) amongst Aboriginal people;
- Improving the health and wellbeing of Aboriginal people living with BBVs; and
- To reduce harms associated with substance use.

Position Objectives: The Coordinator will:

- Provide high quality health promotion and education services to Aboriginal people;
- Provide high quality case management services to Aboriginal people living with HIV and chronic hepatitis, consistent with NTAHC policies, procedures and guidelines, including the maintenance and security of client files;
- Have demonstrated effective staff management and leadership skills;
- Be able to represent the interests of the organisation to external stakeholders; and
- Have excellent written and verbal communication skills, including negotiation, presentation and public speaking skills.

Selection Criteria:

To competently perform in this position, the person needs to possess the following knowledge, skills and experience. Appointment will be based on experience, merit and ability to meet criteria as outlined below. Aboriginal people and people living with HIV or chronic HCV are encouraged to apply. This job description may be reviewed at any time by the Executive Director in consultation with the employee.

Essential

1. Tertiary qualifications in health, social science or related field
2. Proven health promotion experience, with an emphasis on HIV, hepatitis, sexual health or Indigenous health
3. Experience in the delivery of high quality case management services with people living with HIV or viral hepatitis
4. Demonstrated understanding of aboriginal culture and / or experience in delivering services to Aboriginal people
5. Demonstrated ability to conduct research and develop, implement and evaluate health promotion or community development programs
6. Experience in delivering community campaigns and events with diverse communities
7. Demonstrated experience in staff supervision and coordination; and project management
8. Evidence of effective communication, networking, team work and interpersonal skills
9. High level computer skills, including the ability to operate Microsoft Office programs
10. Demonstrated skills in sourcing and writing funding proposals and writing reports to management and funding bodies
11. NT Drivers License
12. Willingness to obtain an Ochre Card and undergo a criminal history check

DESIRABLE

1. Understanding and knowledge of NTAHCs priority populations and communities and health issues, such as gay men and men who have sex with men; Aboriginal people; Sex Workers; people who inject drugs; Sistagirls and transgender people; people living with a BBV; and people travelling to and from high prevalence countries

Responsibilities:

1. Effectively coordinate the Aboriginal Sexual Health Program including training and development, events and program activities to staff, volunteers, trainees and community members
2. Delivery of culturally relevant Aboriginal Sexual Health education, training and health promotion activities
3. Participate in the development, implementation and evaluation of health promotion and community development activities relevant to the Aboriginal program priority populations
4. In collaboration with the Care & Support Program, deliver one-off, short term and ongoing care and support activities and case management to Aboriginal people living with HIV, HBV and HCV and individuals managed under the NT Public Health Act

5. Source and apply for funds to support the delivery of the Aboriginal Sexual Health Program
6. Ensure health promotion resources and activities for priority populations are accessible, available and utilised
7. Engage and develop communities to recognise BBVs and STIs as health priorities and respond to the needs of NTAHC Aboriginal priority population's
8. Promote community participation in the development, planning, implementation and evaluation of programs
9. Facilitate access and referral to appropriate support services, with the aim of increasing Aboriginal access to primary health care services
10. Liaise with, develop and maintain collaborative partnerships with relevant agencies across the Northern Territory.
11. Collaborate and partner with NTAHC staff and stakeholders to ensure culturally respectful and effective services are delivered
12. Maintain NTAHC programs records
13. Assist with NTAHC events such as World AIDS Day, World Hepatitis Day, International Day Against Homophobia and the regional implementation of other identified and agreed national and international events and activities
14. Apply sound administration practices to comply with organisational flowcharts, policies, and procedures
15. The development, implementation and evaluation of an annual Aboriginal project plan including NTAHC projects or collaboration with external organisations
16. Complete and submit evaluated and timely program reports consistent with work plans, project plans and departmental accountability requirements
17. Other duties as directed

Additional Requirements:

1. To work on occasion out of normal working hours (some evening and weekends); and
2. To travel interstate as necessary.

Please note this job description may be reviewed at any time by the Executive Director in consultation with the employee.

Applications need to be marked 'Confidential' and address the position's selection criteria.

A cover letter and curriculum vitae with the contact details of three referees must be submitted by close of business on **Monday 23rd January 2017**.

Business Manager

GPO Box 2826, Darwin NT 0801 or by email to paul.dawson@ntahc.org.au