

Queensland AIDS Council

**Aboriginal and Torres Strait Islander
Health Promotion Officer
(2 Spirits Program)
Application Package**

Position: **Aboriginal and Torres Strait Islander
Health Promotion Officer (2 Spirits Program)**

Location: **Brisbane**

Classification: **QuAC Award Level 2**

Hours: **38 hours per week**

Contract to June 30, 2018, with possibility of extension.

Salary Range: **\$57,535 to \$77,082, salary packaging available.**

Salary Packaging

Like most charitable organisations, QuAC is willing to pay a percentage of the salary as *expense fringe benefits* – i.e. reimbursements to employees for their own expenses such as private telephone costs, rent or mortgage payments, personal loan repayments, etc. These non-cash benefits are not subject to income tax. The Federal Government imposes a net cap of \$15,900 pa on expense fringe benefits, above which the range of allowable expenses is restricted.

Equal Employment Opportunity and Affirmative Action

The Queensland AIDS Council promotes Equal Employment Opportunity. All selection is based on proven experience, qualifications and / or training and the person's potential to undertake the responsibilities of the position most efficiently. We will not discriminate against applicants on any grounds not relevant in determining the best person for the position.

Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

All applications must be received by 5pm 12 May, 2017.

Included in this Application Package

To help you develop your application, please find enclosed the following documents:

1. POSITION DESCRIPTION

The Position Description describes the nature of the position and the responsibilities of the person in the position. The information includes:

Accountability Objective

This is the result or outcome that the advertised position is designed to achieve. The employee who fills the position will be responsible - within reason - for the achievement of the Accountability Objective.

Reporting Relationships

This section lists the immediate supervisor for the advertised position as well as the staff and volunteers who are supervised by the advertised position.

Key Result Areas

These are the specific areas of work undertaken within the advertised position. The Key Result Areas are defined in terms of the contribution expected of the person in the position and the desired effect of that contribution on the organisation and/or its clients.

2. SELECTION CRITERIA

The selection criteria describes the knowledge, experience, skills, abilities and qualifications required for the advertised position. This is the set of qualities of the ideal appointee to the position. Most often, the successful applicant is someone who rates high in at least half of the selection criteria and does not rate low in any selection criterion.

The Selection Process

The selection process will be conducted by a selection panel who will be responsible for considering applications, short listing, conducting selection techniques applicable to the selection criteria, and referee checks. Selection panels will usually consist of two or three members.

The selection process includes:

- Acknowledgement of all applications received for the advertised position.
- Consideration of all applications against the selection criteria for the position.
- Short-listing of applications that demonstrate sufficient merit to warrant further consideration.
- Further selection techniques conducted with short-listed applicants. The selection techniques will include interviews and may include work samples, aptitude and ability tests, structured groups or individual exercises. (*Reasonable interview expenses (e.g. travel) will be reimbursed.*)
- Referee checks for candidates rated highest by the selection panel.
- Recommendation for appointment made and confirmed.
- Advice to unsuccessful applicants and feedback to applicants upon request.

Your Application

We recommend you include the following in your application:

- 1. A COVER LETTER** that describes your knowledge, skills, experience and qualifications relevant to each of the Selection Criteria. Please remember to keep this brief (maximum two pages).
- 2. A CURRICULUM VITAE (OR RÉSUMÉ)** that provides a summary of your work experience and professional education and training. Include where you have worked, positions you held, period of employment and brief details of duties and responsibilities.
- 3. A RESPONSE TO THE KEY SELECTION CRITERIA** outlining your experience, skills and knowledge that relate to this position. Please keep this brief (maximum of two pages).
- 4. REFEREE CONTACT DETAILS** - the names, positions and telephone contact numbers for at least two work-related referees. These should be people who can comment on your ability to perform the role for which you are applying. It is best to include recent supervisors. While it is not compulsory to provide current/most recent employer referees at this stage, final appointments will not be confirmed until a referee report has been obtained from your current or most recent employer.

Remember that the job market is competitive, and therefore your application will have more chance of attracting interest from the selection panel if it is well presented, succinct and relevant.

Forward your application to Michael Scott, Executive Director, Queensland AIDS Council:

By Mail:
30 Helen Street
Teneriffe Qld 4006

By email:
msscott@quac.org.au

Further Details

For additional information about this position or about the recruitment process, contact:

Michael Scott
Executive Director
Ph. (07) 3017 1716
msscott@quac.org.au

All applications must be received by 5pm, 12 May 2017.

**Position Description – Aboriginal and Torres Strait Islander
Health Promotion Officer
(2 Spirits Program)**

JOB PURPOSE

The Aboriginal and Torres Strait Islander Health Promotion Officer will support the health of Aboriginal and Torres Strait Islander lesbian, gay, bisexual, trans, intersex, sisters and brotherboys in Queensland and will include sexual health, mental health and social and emotional well-being.

The position sits in the 2 Spirits Program, a program of the Queensland AIDS Council which has delivered services to Indigenous gay men and sisters for over 20 years. The position is currently unfunded.

REPORTING RELATIONSHIPS

Supervisor: 2 Spirits Program Manager

Other Staff:

The Aboriginal and Torres Strait Islander Health Promotion Officer is not responsible for the supervision of paid staff however will be responsible for the management and supervision of volunteers of the Project.

KEY RESULT AREAS

Program Service Delivery

Provision of health promotion to Aboriginal and Torres Strait Islander lesbian, gay, bisexual, trans, intersex, sister and brotherboy communities to improve sexual health, mental health and social and emotional well-being across Queensland.

Current priorities include:

- Build or increase links with Aboriginal and Torres Strait Islander lesbian, gay, bisexual, trans, intersex, sister and brotherboy communities across Queensland
- Conduct a needs assessment of Aboriginal and Torres Strait Islander gay, lesbian, bisexual, trans, intersex, brother and sister communities across Queensland
- Promote the uptake of PEP, PrEP, sexual health education and resources within Indigenous lesbian, gay, bisexual, trans, intersex, sister and brotherboy communities.
- Liaise and develop referral pathways with primary health care and other social services
- Identify and communicate any barriers that impact access of services by Aboriginal and Torres Strait Islander lesbian, gay, bisexual, trans, intersex, sister and brotherboy communities across Queensland
- Provide input into development and presentation of culturally-appropriate health promotion material
- Assist with the organisation and attend LGBTI and Aboriginal and Torres Strait Islander community events.

Strategy and policy

Contribute to the development of strategy and policy by reporting on projects, keeping up to date with significant developments in Aboriginal & Torres Strait Islander health policies, identifying strategic issues, and contributing to the planning and policy development processes.

Program co-ordination

Ensure the delivery of the project across Queensland on a co-ordinated basis by contributing to effective communication, fostering a team environment, participating in quality assurance and evaluation processes, liaising with key stakeholders and representing the Project externally as required.

Financial resource management

Contribute to the management of financial resources by monitoring expenditure and assisting with funding submissions.

Other duties

Other duties as assigned by the 2 Spirits Manager.

Change in the key result areas

These key result areas are subject to change by formal decision of the 2 Spirits Manager, consequent upon changes in the strategic direction of the Association.

**Selection Criteria – Aboriginal and Torres Strait Islander
Health Promotion Officer (2 Spirits Program)**

The key selection criteria are ranked by percentage. Percentages indicate the importance of the criteria.

You must respond to these Key Selection Criteria as part of your application.

You	Key Selection Criteria
30%	An ability to communicate and build rapport and trust with Aboriginal and Torres Strait Islander people from diverse backgrounds.
20%	An ability to assess the needs of Aboriginal and Torres Strait Islander LGBTI community, and to tailor health promotion based on these needs.
25%	An understanding of and sensitivity to issues affecting LGBTI people, and an understanding of cultural safety within an Aboriginal and Torres Strait Islander context.
25%	An ability to work independently and as part of a team with enthusiasm, innovation and resilience, and an ability to recruit and work with volunteers.

OTHER REQUIREMENTS

- Regular work outside normal business hours is required.
- Current driver's licence.
- Intra and interstate travel is required
- Eligibility for a Blue Card from the Commission for Children and Young People and Child Guardian.