**We create opportunities for people in our communities to live their healthiest lives.**

**Why work for ACON?**

ACON is an inclusive employer offering a colourful, nurturing and fun workplace.

Diversity and inclusion are at the core of who we are, they are strengths that we celebrate and demonstrate through our workforce and the delivery of all of our programs and services.

Our staff and volunteers are the foundation for our ongoing effectiveness and we are committed to their professional development and engagement. Our philosophy is “Employability for Life.” We don’t just help you excel at this job, we also help to build capabilities that support your future career development.

In addition, we offer flexible working arrangements and generous array of entitlements above and beyond the National Employment Standards (NES) including:

1. a **35 hour working week** (38 hours per week under NES);
2. an **extra week of paid leave** to be taken during our Christmas and New Year’s shutdown period
3. **12 days of paid personal leave** per year (10 days under NES)
4. **3 months Long Service Leave of at 10 years of service** (2 months at 10 years under NES) **with access to 6 weeks at 5 years of service**
5. **Five days of paid compassionate leave** (2 days under NES)
6. **14 weeks paid parental leave** in addition to the government arrangement
7. **Paid Additional Health Care Leave** for ongoing and once-off issues affecting health (including Family and Domestic Violence Leave).
8. **Option to purchase additional Annual Leave** beyond the 4weeks mandated
9. **Education Leave of up to 70 hours** per annum
10. **Severance pay** in excess of the NES, in the case of redundancy.
11. **Salary Packaging** up to $30,000 gross up value (ie currently up to $15,899 tax free)
12. **Employee Assistance Program (EAP)** - Access to a comprehensive counselling service free to employees

For more details about working at ACON, click [here](http://www.acon.org.au/wp-content/uploads/2015/12/14515105_final_agreement_updated_dec_2015_rates-1.pdf) to download the ACON Enterprise Agreement.

**How do I apply?**

You only need to email us three documents in MS-Word or PDF format at [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

**1) An ACON Application Form**

*You can download this at* [*www.acon.org.au/jobs*](https://www.acon.org.au/wp-content/uploads/2018/08/ACON_Employment-Application-Form.pdf)

**2) Your Cover Letter outlining your Claim against the Selection Criteria**

*Tell us how you meet each of the Selection Criteria in the Position Description in detail.*

*Address all of the Selection Criteria as outlined in the following position description.*

*Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.*

*To do this, address each criteria separately in point form. You should use statements with examples that clearly demonstrate your competency in a particular area.*

*Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.*

**3) Your Resume**

*Tell us about your previous employment and your education. Be sure to include:*

* *Your* ***Name*** *and* ***Contact details***
* *Your* ***Education*** *including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.*
* *Your* ***Work Experience*** *including jobs, internships, and volunteer work. If you have just recently finished high school, you might also include extracurricular activities such as clubs or sports.*

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for an interview you will be contacted by the Manager and invited for an interview. Your interview will take the form of a selection panel, which will include an Aboriginal panel member, with a question and answer session.

This is a great opportunity for you to tell us a little more about yourself, your experience in previous roles and working life, and how you can apply your experience to this position. Prior to the interview you will have an opportunity to meet the Aboriginal panel member as well as some of the ACON staff.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-2 business days acknowledging receipt of your application. Your application will then be reviewed and we will contact you within 1-2 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview.

Otherwise, we will contact you by email to advise you that your application has been unsuccessful on this occasion. If you are not selected for an interview, this is when you will receive an email from our HR Team informing you that your application was not successful on this occasion. Don’t get discouraged if you do not get an interview - you can always apply again when we have another job that catches your eye!

If interviewed, you will be informed of your interview outcome within 5 working days; however this may vary depending on the number of applicants.

**Position Title:** Program Coordinator, Aboriginal Health Promotion

**Work Level:** Professional

**Reports to**

Manager, Community Partnerships and Population Programs

**Supports**

1-2 part- time Community Health Promotion Officer/s

**Position Overview**

Working closely with the Manager, Community Partnerships and Population Programs you are responsible for proposing, designing, coordinating and delivering a program of effective, community focused health promotion initiatives with and for Aboriginal and Torres Strait Islander peoples of diverse sexualities and genders and/or who are living with or at risk of HIV.

**Main Activities**

* Act as ACON’s primary liaison with Aboriginal and Torres Strait Islander LGBTQ communities.
* Developing, assessing and modifying program services as needed in collaboration with community members, relevant orgs and ACON staff.
* Continually build and enhance partnerships with relevant community organisations and government agencies to ensure effective responses to community issues.
* Participate as a member of ACON’s Reconciliation Action Plan (RAP) working group, providing valuable insight and contribution into the development and implementation of the Plan.
* In collaboration with the manager plan, schedule, deliver and evaluate Aboriginal Project key activities, materials and resources to achieve established community health goals and objectives in line with the ACON Business Plan and funder KPIs.
* In collaboration with the Manager lead on the scheduling, implementation and co-ordination of identified key project activities within the Aboriginal Project, including:
  + Annual First Nations Mardi Gras Float
  + Annual NAIDOC week event
  + Ngalawi Djardi Retreat
  + Annual Koori Knockout event
  + Community Health Workshops
* Lead and provide support to 1-2 Community Health Promotion Officer/s (part-time and or casual).
* Lead and provide support to community volunteers during specific project activities and events.
* Actively participate in and contribute to unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Identify and act on opportunities for improvement of existing programs/services and new opportunities for growth and funding.
* With support, maintain appropriate and timely statistics, administrative records and written reports.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria:**

## Essential:

* **Aboriginality is a genuine requirement of this position as per Section 14 of the NSW Anti-Discrimination Act, 1977.**
* Understanding and knowledge of Aboriginal and Torres Strait Islander peoples and communities
* Understanding of factors impacting the health of people of diverse sexuality and gender within Aboriginal and Torres Strait Islander communities with a focus on HIV and STI prevention.
* Demonstrated knowledge of barriers to access Aboriginal and Torres Strait Islander community health and wellbeing.
* Excellent communication skills, both written and verbal, with the ability to adjust style of communication to suit different audiences, from community members to Ministry of Health management.
* Ability to manage time and priorities effectively within ACON policies and processes.
* Ability to work and communicate effectively as part of a team to coordinate and schedule delivery of work.
* Demonstrated skills in successfully working in an office-based environment including applying guidelines and procedures, lines of reporting and familiarity with a range of office technologies.
* Good skills in networking and communicating with partner organisations and inter agencies including written and verbal presentation skills, and the capacity to cooperate with stakeholders

**Desirable**

* Demonstrated experience in team coordination, leadership, supervision, performance evaluation and or program management.
* Understanding of and commitment to ACON’s broader communities, particularly people of diverse sexuality and gender and or living with HIV.
* Current Australian driver’s license

**Additional Information**

This is a full time position (35 hours/week).

The salary range for this position is $77,504 - $90,727 per annum plus superannuation and leave loading. You may also elect to salary package a portion of your salary (up to $30,000 gross-up value) tax-free.

For further information regarding this position, please contact Megan Baiocchi on 02 9206 2000.

Applications close 5pm Monday, 30 September 2019.