



'Getting Equal' Health Promotion Project Officer Position Description

Context

Multicultural Centre for Women's Health (MCWH) is a national, community-based organisation which is led by and for women from immigrant and refugee backgrounds. We are committed to advancing the health and wellbeing of immigrant and refugee women, through our research, leadership, education and advocacy: our experiences, our stories and our voices.

MCWH works together with immigrant and refugee women, community organisations, health practitioners, employers, communities and governments to build and share knowledge, achieve equity and improve health and wellbeing for immigrant and refugee women.

Position objectives

To work as a member of the Health Promotion team to ensure the successful and timely completion of the Getting Equal Project. The Project is funded by the Federal Department of Social Services. The Project engages recently-arrived migrant and refugee women in Victoria to reduce the social and economic isolation that they experience and to build their capacity to participate more actively in the workforce and in the community.

Organisational relationships

Internal

The Project Officer reports to the Health Promotion Manager and is a member of the Health Promotion Team. The Senior Project Officer works collaboratively with all MCWH staff who are involved in the delivery of the Getting Equal Project.

External

Relevant federal, state and local government departments; funding bodies; national, state and regional research, service delivery and policy bodies; media; community organisations; migrant and refugee women and communities.

Extent of Authority

Day-to-day implementation of the Getting Equal Project.

Key Responsibilities

Project implementation

- Ensure open and regular ongoing communication with key project stakeholders, including MCWH project staff;
- Collaborate with MCWH Health Educators to meet project deliverables;
- Coordinate health education sessions and follow-up interviews and facilitate debriefing meetings with Health Educators;
- Develop and implement communications strategies;
- Develop and implement evaluation and data collection plans for Health Educators;
- Comply with reporting for funding bodies;
- Promote Health Education series and register participants;
- Write final project evaluation report

General (Responsibilities carried out by all staff)

- Represent MCWH externally as required;
- Undertake appropriate relationship analysis to inform work priorities;
- Prepare articles for publication or presentation as required;
- Participate in planning, development and evaluation of the organisation;
- Develop a regular work plan and participate in regular performance appraisal and professional development;
- Facilitate effective communication of project progress among MCWH staff;
- Prepare work reports as required;
- Participate in ongoing roster systems;
- Other duties consistent with the role and as negotiated with the PVAW Team Leader.

Selection Criteria

Essential

- Relevant tertiary qualifications;
- Excellent communication, interpersonal and negotiation skills;
- Commitment to, and understanding of, immigrant and refugee women's issues from an intersectional feminist perspective.

- Excellent project/program planning and implementation skills;
- Excellent analytical and report-writing skills;
- High-level research and evaluation skills;
- Understanding of the issue of PVAW and experience working in the field;
- Experience engaging migrant and refugee communities in the promotion of wellbeing
- Minimum of 3 years' experience in a project implementation role;

Highly Desirable

- Experience developing and delivering training and capacity building activities;
- Victorian drivers licence;
- Fluency in a language other than English.

Special Requirements

- Some evening or weekend work may be required from time to time
- Rural and/or interstate travel may be required from time to time.

Salary & conditions

- Part time position: 30.4 hours per fortnight
- SCHCADS Award Level 5.1 pay point depending on experience and qualifications;
- Other benefits;
 - Salary packaging- tax benefits available;
 - Meal entertainment program;
 - Above-award leave entitlements as outlined in MCWH EBA.

Period of appointment

8 months (project end date 30/06/22)

How to apply for this job

Applications should address the selection criteria and include an up-to-date CV. Please mark your application as 'Private and Confidential' and address them via email to:

Dr Joyce Jiang
Health Promotion Manager
Email: joyce@mcwh.com.au

