

Position Description - Hepatitis Educator

Position	Hepatitis Educator
Employment status	This position is part time
Accountability	The position will report to the Programs Manager
Remuneration	SCHADS Award Level 4 pay point 1 Commensurate with responsibilities of position and experience of the successful candidate. Access to the benefits of salary packaging available.
Location	The position is based at Hepatitis ACT, 36 David Street, Turner ACT 2612

About Us

Hepatitis ACT is a community-based hepatitis organisation funded by ACT Health. We work to prevent viral hepatitis transmission, reduce morbidity and mortality, and minimise the related personal and social impacts. These outcomes are achieved through the design and delivery of:

- targeted education activities and resources (including in languages other than English) for priority populations;
- a program of broader community awareness, health promotion, and representation to help raise the profile of viral hepatitis commensurate with its prevalence, incidence, and burdens;
- advocacy, support, and referral;
- training and development for organisations and workers providing support and care for priority populations;
- secondary needle and syringe program (prevention) services.

Our Vision and Values

Vision – Better health and wellbeing of our community through the elimination of viral hepatitis.

Values:

- We treat all people and their data with respect and integrity.
- We support self-empowerment through Culturally Safe care, tailored to meet the needs of diverse populations.
- We provide inclusive and confidential services that respond to community needs.
- We collaborate with partners for maximum impact to ensure no one is left behind.
- We value accountability and evidence-informed practice.
- We believe everyone deserves equitable access to quality healthcare and support, regardless of background or circumstance.

About the position

The Hepatitis Educator delivers a program of hepatitis information, education and health promotion to all priority populations with a focus on Aboriginal and Torres Strait Islander people and people from high prevalence culturally and linguistically diverse (CALD) communities.

Representing Hepatitis ACT, the Hepatitis Educator will utilise relevant community networks and will adopt a collaborative approach to addressing the incidence and impacts of hepatitis in affected communities, with priority access for Aboriginal and Torres Strait Islander people and CALD communities.

Key Position Responsibilities

The Hepatitis Educator will work collaboratively and independently within a small team environment using a health promotion and community development approach to:

- Establish partnerships with key people in affected communities and organisations working with these communities and support the delivery of viral hepatitis information in a range of languages.
- Represent Hepatitis ACT at meetings and committees relating to viral hepatitis and other blood borne virus management for people affected by or at risk of viral hepatitis in the ACT community.
- Plan, negotiate and coordinate the delivery of viral hepatitis information, education and health promotion activities.
- Design and deliver presentations and information sessions.
- Maintain program records in a confidential and organised manner.
- Assist in the development, review and dissemination of education materials.
- Collect evaluation information.
- Utilise administration and reporting systems including Microsoft Office suite.
- Design and deliver awareness and education presentations to people affected by, or at risk of, viral hepatitis.
- Provide information, referral and support to both priority populations and the wider community.
- Assist with the planning and implementation of health promotion and workforce development activities.
- Coordinate a schedule of awareness, education and health promotion commitments.
- Maintain program administration records including evaluations, contact records and information session data in an organised manner in keeping with Hepatitis ACT protocols.
- Develop and maintain effective partnerships with stakeholders and other community organisations.
- Represent Hepatitis ACT at the Hepatitis Educator's Network.
- Represent Hepatitis ACT and those affected by viral hepatitis on relevant committees and working groups and contribute to the development of relevant strategies, policies, programs and projects.
- Maintain authority to distribute injecting equipment and deliver secondary NSP services and other harm reduction activities.
- Disseminate materials and education in a variety of ways to best meet the needs of the people.
- Enhance the professional development of self and colleagues including through the use of research, training and development to inform practice.
- Create, plan, and update Hepatitis ACT resources.

Other Responsibilities:

- Maintain a current knowledge and awareness of issues relating to chronic viral hepatitis by participating in education workshops, courses or conferences and other self-directed learning activities as appropriate
- Maintain an appropriate level of skills and knowledge in relation to health literacy and health promotion work
- Maintain at all times the confidentiality of information about service users, volunteers and other personnel
- Contribute to the development of and adhere to Hepatitis ACT's policies and procedures
- Other duties as assigned.

Key Relationships

Internal:

- Reports directly to the Programs Manager
- Works closely with Hepatitis ACT colleagues
- Liaises as appropriate with board members

External:

- People affected by viral hepatitis
- People and organisations who work with, support, and care for people affected by viral hepatitis
- Hepatitis ACT members and service users