



Position Title:	Health Promotion Project Officer
Hours:	38 hours per week
Location:	Collingwood 3066
Duration:	36 months
Salary:	Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010 Level 5.1 - 5.3

Introduction

Multicultural Centre for Women's Health is an immigrant and refugee women's organisation committed to improving the health and wellbeing of immigrant and refugee women across Australia.

Multicultural Centre for Women's Health provides national leadership and excellence in multilingual health education and information, policy development, advocacy, training and research with specific expertise in sexual and reproductive health, mental wellbeing, occupational health and safety and the prevention of violence against women.

MCWH provides ongoing health promotion, training and advocacy services to immigrant and refugee women, health professionals, community workers and other stakeholders. From time to time, MCWH is funded to implement specific health promotion and research projects.

Position objective

To ensure the successful and timely completion of MCWH Health Promotion Projects

Organisational relationships

Reports to:

Health Promotion Manager

Key responsibilities

Project management

- Ensure the smooth day to day coordination of delegated projects;
- Monitor project budgets and progress;
- Facilitate effective communication of project progress among MCWH staff;
- Establish and resource Advisory Committees as required;
- Develop and implement evaluation and data collection plans;
- Develop and implement communications strategies;
- Ensure open and regular ongoing communication with key project stakeholders;
- Seek opportunities to supplement project resources through alternative sources;
- Promote and publicise projects;
- Evaluate projects and write reports;
- Present project findings at relevant seminars, forums, conferences and so on.

General

- Advocate and promote the needs of immigrant and refugee women among key stakeholders, with particular focus on issues relevant to MCWH projects;
- Represent MCWH externally as required;
- Participate in planning, development and evaluation of the organisation;
- Develop a work plan and participate in performance appraisal and professional development;
- Prepare work reports as required;
- Prepare articles for publication in the MCWH newsletter and annual report, as required;
- Participate in ongoing roster systems;
- Other duties consistent with the role and as negotiated with the Health Promotion Manager.

Key Selection Criteria

Essential

- Relevant tertiary qualifications;
- Excellent project/program planning, implementation and management skills;
- High-level of evaluation skills;
- Excellent analytical and report writing skills;
- Highly proficient in written and verbal communication and partner relationships;
- Experience working with diverse communities on health promotion projects;
- Ability to work independently as well as co-operatively;
- Commitment to, and understanding of, immigrant and refugee women's issues from a feminist perspective.

Highly Desirable

- Understanding of a range of health and wellbeing issues faced by immigrant and refugee communities, in particular, the issues in relation to the provision of informal care, family socialisation and wellbeing;
- Qualifications in psychology and skills in the provision of counselling are highly desirable;
- Fluency in a relevant community language.

Special Requirements

- Regional and rural travel may be required;
- Overnights stays in regional and rural areas may be required.

Other benefits

- Other benefits:
 - Salary packaging - tax benefit of up to \$30,000 (grossed up);
 - Meals and entertainment program;
 - Above-award leave entitlements as outlined in MCWH policies and procedures manual.

Applications must address the selection criteria to be considered for the role.

All applications to be submitted by midnight on 24th June 2018