**<<Community Health Promotion Officer, End of Life and Palliative Care>>**

**<<Want to be part of helping LGBTQ+ communities across NSW have open conversations about death and dying? >>.**

We’re on the lookout for someone to play a vital role in implementing our End of Life and Palliative Care program.

**What’s the project all about?**

ACON is seeking a community health promotion officer to help to roll out a comprehensive ‘Taking Control’ End of Life and Palliative Care program, building on our existing work with community. In this role, you’ll be part of coordinating social spaces for people to talk about dying and death, online workshops, and bereavement workshops. This is an exciting opportunity to help LGBTQ+ communities across NSW to access information about their rights and options, and to have open and safe conversations about death and dying.

You’ll be supported by ACON’s Project Coordinator, Ageing, who also coordinates ACON’s LOVE Project, which aims to empower older lesbian, gay, bisexual, transgender and queer (LGBTQ) communities, including people living with HIV, to lead healthy, active and more social lives

**Ok, so what’s the role?**

The Community Health Promotion Officer, End of Life and Palliative Care is responsible for supporting the implementation of ACON’s ‘Taking Control’ End of Life and Palliative Care program for LGBTQ+ people in NSW. You will:

* Assist in the coordination, implementation, promotion and evaluation processes of ACON’s End of Life and Palliative Care project, including:
  + Planning events such as the ‘Death Dinner’ series, including coordinating guest speakers, run sheets and social activities
  + Organising and facilitating online palliative care workshops
  + Developing and co-delivering (with legal experts) legal workshops covering information about advanced care planning
  + Supporting the creation and roll out of a bereavement workshop to support LGBTQ+ people to work through grief and loss
  + Update and promote ACON’s existing Taking Control Toolkit- ACON’s LGBTQ+ Toolkit for Palliative Care and End of Life Decisions.

**Who are we looking for?:**

* Someone who’s comfortable having conversations about dying, death and grieving, and who is ready to support these conversations in community
* Someone who’s confident in facilitation and building relationships with community members and stakeholders
* Someone with an understanding of palliative and end of life concerns for sexuality and gender diverse communities
* Someone who takes initiative and can work autonomously within a supportive team
* Someone with experience in community event management, health promotion and/or community development

**What else can we tell you?**

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver innovative community engagement and health promotion programs and initiatives for our communities.

To support the successful candidate in their new role at ACON we offer:

* Flexible working arrangements.
* Generous learning and development opportunities.
* Potential for tailored mentoring opportunities.
* Supportive working environment with a knowledgeable and friendly team.

You’ll be working as part of a supportive and committed team within ACON’s Health, Equity and Harm Reduction Division. The Health, Equity and Harm Reduction Division seeks to address the social determinants of health and enhance the safety, empowerment, autonomy, capacity, community connection and self- determination of LGBTQ+ people and population groups.

**What’s the remuneration and working details?:**

Full-Time:

**Salary**: $72,891.00 to $84, 357.00 (*Gross per-annum, PLUS* S*uperannuation and Leave Loading*) – commensurate with skills, qualifications, and experience.

**Location**: ACON’s Gadigal/Sydney Office, with flexible working options a possibility (away from the office)

**Hours:** Full Time fixed term (70 hours per fortnight) until 30 June 2027

We offer flexible working arrangements and a generous array of entitlements often above the National Employment Standards (NES) including:

* Salary Packaging up to $35,000 gross up value (i.e., currently up to $15,900 Expenses + $2,650 Meals, tax free).
* Generous pro-rata leave entitlements – including up to an extra week of paid leave for full time employees to be taken during our Christmas and New Year’s shutdown period.
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.

**How can I find out more details and apply?:**

If this sounds like you, we invite you to apply to join our team and help us make a meaningful impact on the lives of those we serve. By joining us, you will be part of a mission to create a healthier and more inclusive community.

We’d love someone who has experience already in this area but people at all levels of experience are absolutely welcome to apply. We highly encourage Aboriginal and Torres Strait Islander people, people from CALD backgrounds, people with disabilities, and people of all genders to apply.

For more information on the role, please contact Russ Gluyas, Program Coordinator, Ageing, via email at [RGluyas@acon.org.au](mailto:RGluyas@acon.org.au).

If this sounds like the position and organisation you’ve been looking for, find out how to apply at www.acon.org.au/jobs.

All applications must include:

1. Your completed *ACON Employment Application Form* – with all the details filled in where requested;
2. Your *Cover Letter* outlining how you meet the *Selection Criteria* (max. <<4>> pages); and
3. Your *Resume* (max. <<4>> pages).

**Applications close: Sunday <<25 August 2024>>**

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

[www.acon.org.au](http://www.acon.org.au)

**POSITION DESCRIPTION**

**Position Title:** Community Health Promotion Officer, End of Life and Palliative Care

**Work Level:** Operational

**Reports To:**  Program Coordinator, Ageing

**Direct Reports:**  This position does not have any employees reporting into it

**Position Overview**

This position will support the implementation of ACON’s “Taking Control” End of Life and Palliative Care program for LGBTQ+ people in NSW.

Key to the success of this project is the delivery of a series of “Death Dinners”, online legal workshops, bereavement workshop sessions and maintaining the ‘Taking Control’ toolkit- ACON’s LGBTQ+ Toolkit for Palliative Care and End of Life Decisions.

**About the Ageing Team**

This position will support the implementation of ACON’s End of Life and Palliative Care program for LGBTQ+ people in NSW. You will be supported by ACON’s Project Coordinator, Ageing, who also coordinates ACON’s LOVE Project, which aims to empower older lesbian, gay, bisexual, transgender and queer (LGBTQ) communities, including people living with HIV, to lead healthy, active and more social lives.

**Main Activities**

The Community Health Promotion Officer, End of Life and Palliative Care is responsible for:

* Assist in the coordination, implementation, promotion and evaluation processes of ACON’s End of Life and Palliative Care project, including:
  + Planning events such as the ‘Death Dinner’ series, including coordinating guest speakers, run sheets and social activities
  + Organising and facilitating online palliative care workshops
  + Developing and co-delivering (with legal experts) legal workshops covering information about advanced care planning
  + Supporting the creation and roll out of a bereavement workshop to support LGBTQ+ people to work through grief and loss
  + Update and promote ACON’s existing Taking Control Toolkit- ACON’s LGBTQ+ Toolkit for Palliative Care and End of Life Decisions.
* Contribute to the development of professional documents, briefings, and reports for a range of stakeholders including government bodies and community.
* Maintain appropriate and timely statistics, administrative records, and written reports.
* Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, quality improvement and professional development strategies.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria**

**Essential:**

1. Understanding of palliative care and end of life concerns for sexuality and gender diverse communities, including challenges in service access
2. Demonstrated experience in community event management, health promotion and/or community development processes
3. Strong administration and organisational skills including computer literacy and social media capability
4. High level written and oral communication skills including the ability to negotiate with a range of stakeholders and demonstrated ability to produce professional documents, briefings, and reports.
5. An understanding of and commitment to ACON’s LGBTQ+ communities, particularly Aboriginal people, people living HIV, people from sexuality and gender diverse communities, sex workers, and people who use drugs.
6. Applicants must provide evidence of COVID-19 Vaccination, in addition to any other vaccination required to perform the role

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**Desirable:**

1. Professional qualifications in health, welfare, human services, or a related field
2. Australian States or Territories Drivers License

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**Additional Information**

This is a full time position funded for a three year term, offered initially on a 1 year fixed term contract, with potential to extend.

**How do I apply?**

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

* + 1. **Your completed ACON application form – with all the details filled in**

You can download this at <https://www.acon.org.au/about-acon/jobs/>

* + 1. **Your Cover Letter outlining how you meet the Selection Criteria**

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

Tell us how your skills and experience relate to the requirements of the role and how you’d use them to excel in this job.

To do this, please address each criterion separately. 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.

* + 1. **Your Resume**

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

1. Your **Name**, **Contact Details** and preferred **Pronouns**.
2. 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.
3. Your **Work Experience** including jobs, internships, and volunteer work.

**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 acknowledging receipt of your documents.

**2) Shortlisting**

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

**3) Interview**

If you are shortlisted for interview, you will be contacted by the Recruiting Manager and invited to an interview. Your interview may take the form of a question-and-answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The Recruiting Manager will let you know the format of the interview and any documents, presentations, or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most qualified and capable of carrying out the duties of the position will be offered the role. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks, Proof of Vaccination 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 People and Culture Team including your contract and other documents (E.g., the ACON Code of Conduct, Tax File Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the People and Culture 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 1-3 business days acknowledging receipt of your application, and informing you of the date by which all successful applicants will be notified they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement, and for your interest in ACON, and encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.