

Health Educator - Bilingual Position Description

| Position Details | |
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| Position Title: | Health Educator - Bilingual |
| Position Stream: | Strategy, Advocacy and Community Engagement |
| Work Location(s): | Office Location: |
| | 317-319 Barkly Street, Footscray, VIC, 3011. |
| | Other Location/s as Required: |
| | May be required to work from approved remote work sites. |
| Employment status | Fixed term, 0.6 EFT |
| WHW EA 2017 Classification: | Level 4 |
| | Important Note |
| | Positions are provisionally assigned to a specific level and pay point range based on the characteristics, responsibilities, and requirements of the position. The specific level and pay point of the successful applicant will be assigned commensurate with their qualifications and experience and will be detailed in the employment contract. |
| Reporting To: | Health Education Team Leader |
| Exemption: | VCAT Exemption No. H119/2017 (subject to Equal Opportunity Act 2010) |

GENWEST – ABOUT US

GenWest is the gender equity agency for the western metropolitan region of Melbourne. Our programs and services are designed to redress gender inequity and benefit victim-survivors of family violence in Melbourne's west. Our efforts are ultimately about supporting our communities to lead safe and healthy lives, and on changing the conditions that cause and maintain gender inequity.

OUR VALUES, PRINCIPLES, AND BEHAVIOURS

- **Freedom** – We centre freedom from oppression, discrimination, and violence in all our work. We take responsibility for behaving and working in ways that promote freedom and we are accountable for the actions we take.
- **Connection** – We foreground connection to ourselves, each other, our clients, the community, the land, and the environment. We believe in the strength of belonging, of being inclusive, and in working together to achieve change.
- **Resistance** – We uphold human rights and in solidarity, work together to disrupt injustice and transform lives.
- **Love** – We treat each other with respect, kindness and compassion, and are committed to creating an environment where all feels seen, heard, and valued.
- **Creativity** – We embrace and nurture creativity and curiosity. We reflect critically, ask questions, listen, and actively pursue learning.

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1. ROLE CORE PURPOSE

To improve migrant and refugee women's access to culturally and linguistically appropriate women's health education. The position will address vaccine literacy, hesitancy, and service navigation of culturally and linguistically diverse women, women that are carers, women that are of childbearing age or pregnant, and women living in Melbourne West.

2. KEY RESULT AREAS AND RESPONSIBILITY

- To attend professional development and training at the commencement of appointment, throughout the appointment, and participate in on-the-job training
- To conduct community engagement activities with migrant and refugee women
- To conduct in-language women's health education sessions with migrant and refugee women in their workplaces and in community settings
- To participate in planning and evaluation of workshop modules, health promotion and training programs
- To participate in the maintenance and development of educational resources
- To prepare reports and collect data on work undertaken.
- To undertake publicity and promotional activities in a relevant community language
- Other duties consistent with this role and as directed by the Health Education Team Leader

1. KEY SELECTION CRITERIA

Essential

- Demonstrated fluency in English and Arabic
- Relevant qualifications and/or experience in community development, health, or welfare fields.
- Demonstrated experience communicating and liaising with a wide range of organisations and individuals of varying backgrounds.
- Excellent communication and interpersonal skills.
- Familiarity with MS Office programs and videoconferencing platforms
- Current drivers' licence
- Ability to work independently as well as co-operatively.
- A strong understanding of and commitment to the feminist philosophy and values that underpin WHW's work including gender equity, social justice and human rights and a commitment to, and understanding of, migrant and refugee women's health from a feminist perspective.

Highly Desirable

- The successful incumbent will be working alongside members of the African-Australian community in Melbourne's Western Region. Lived experience in this community will be highly regarded.
- Proficiency in an African language such as Dinka, Swahili, or Somali
- Knowledge of women's health issues
- Facilitation skills

2. ORGANISATIONAL CULTURAL CITIZENSHIP RESPONSIBILITIES:

All staff are required to support, enact, and operate in accordance with our organisational citizenship responsibilities:

- Build an awareness and appreciation of our shared organisational values, model and enact the values, behaviours, and principles through work applications and associated practices.
- Actively engage with, endorse, and contribute to the development and achievement of team, stream, and organisational goals and objectives.
- Work in a culturally safe manner and acknowledge and pay respect to the traditional owners of the land upon which Women's Health West is situated and conducts events.
- Contribute to and support our Reconciliation Action Plan, and Rainbow Tick Action Plan.
- Maintain and support a working knowledge of anti-oppressive and trauma-informed work practices.
- Support and enact leadership at all levels, including practicing non-violent communication, and meaningful contribution, collaboration, and consultation.

3. EMPLOYMENT COMPLIANCE

1. International Police Check – if worked overseas in the past 10 years for 12 months
2. National Police Check (no older than 3 months from start date)
3. Current working with children's check
4. COVID vaccination

6. REVIEW OF PERFORMANCE AND POSITION DESCRIPTION

An initial review of performance will be undertaken within **three months** of commencement, as per WHW's probationary policy and procedure.

This position description will be reviewed biennially as part of the annual appraisal process, when the position becomes vacant, or as deemed necessary.



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7. ACKNOWLEDGEMENT

I declare that I have read and understood the requirements of this position, discussed any queries or concerns with the respective manager at Women's Health West, and feel that I am able to fulfill the requirements of this position.

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| Employee Name: | Signature: | Date: |
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