



## Health Educator Position Description

The Health Educator is responsible for developing, maintaining and delivering The Water Well Project's COVID-19 health education sessions to communities from migrant, refugee and asylum seeker backgrounds, as well as providing administrative, planning and technical support to The Water Well Project team. COVID-19 information needs to be delivered to these communities to ensure that they are aware of the Federal and State Government advice and understand the disease and transmission. It is important for these communities to receive local and timely information about current government advice to mitigate risk of infection and transmission within their communities.

The sessions cover the risks and precautions associated with COVID-19 and the current restrictions as well as how to maintain physical and mental health during the pandemic. Sessions are highly interactive and interpreting services are provided where necessary. Regions served will include the Hume, Greater Dandenong, Casey, Maribyrnong, Wyndham and Melbourne local government areas (LGAs) and surrounding areas.

The Water Well Project is looking for a **candidate from an AHPRA accredited health professional background** who demonstrates the organisation's values and is proactive and passionate about improving the health outcomes and wellbeing of communities from migrant, refugee and asylum seeker backgrounds.

### Key Responsibilities

The role will be a key part of the expansion of The Water Well Project's COVID-19 health education sessions. The responsibilities associated with the role include:

- Work closely with the Executive Officer and Project Administrator to plan and implement delivery of health education sessions to culturally and linguistically diverse (CALD) community groups across targeted LGAs in Victoria. This will include the facilitation of sessions online and face-to-face (pending COVID restrictions) in greater Melbourne area.
- Work with the Volunteer Engagement team to organize new volunteer induction training, and then support new volunteer healthcare professionals as they facilitate sessions.
- Assisting the Resources team with development of content for topic templates and other relevant resources for volunteer facilitators.
- Engage, liaise and interact with a broad range of stakeholders.
- Liaise with community contacts to understand areas of concern or barriers to adhering to government recommendations on COVID, and tailor sessions to each community group's needs.
- Increase awareness about the work of The Water Well Project within the community sector.
- Observe sessions to capture questions and evaluation of sessions to provide feedback on needs of CALD communities, as well as feedback on session delivery.
- Collate feedback and generate reports as required by committees and other stakeholders.
- Perform ad hoc reporting and administrative duties as required.
- Represent The Water Well Project to external organisations as required.

## **Key Selection Criteria**

- **Qualifications in an AHPRA accredited healthcare discipline.**
- Excellent communication and presentation skills.
- Previous experience in conducting training and/or facilitation an advantage.
- Proven track record in health promotion communications (written and verbal).
- Understanding of the Australian healthcare system and its resources.
- Ability to work independently, as well as alongside volunteer healthcare professionals and a volunteer management team.
- Strong relationship management, problem solving and analytical skills.
- Ability to multi-task and deliver high quality work within tight time periods.
- Ability to work/communicate with a diverse range of people from government agencies to CALD communities.
- Willingness and ability to travel across Melbourne to deliver healthcare sessions when needed, COVID restrictions pending.

## **Reporting**

The role reports to the Executive Officer.

## **Remuneration and conditions**

- 15.2 hours per week (0.4 FTE) with flexible working hours across the week.
- This role will be an hourly rate of \$35-40 excluding superannuation.
- There may be occasions where after hours work (including on weekends) may be required.
- Fixed term position ending 30 June 2022.
- Most of the work will be undertaken from your own workstation at home. Just as in an office, your workstation must be set up in a way that is safe, comfortable and easy to use.
- The successful candidate will need to provide proof of COVID-19 vaccination status, a valid Working With Children Check and personal professional indemnity insurance.

## **Our Organisation**

The Water Well Project is a not-for-profit organisation based in Melbourne. Our mission is to promote the good health and wellbeing of communities from migrant, refugee and asylum seeker backgrounds by improving their health literacy. Our vision is that all communities from migrant, refugee and asylum seeker backgrounds achieve equitable access to healthcare.

The Water Well Project works closely with partner organisations already working with people of migrant, refugee and asylum seeker backgrounds to develop culturally sensitive and interactive health education sessions. Since being founding in 2011, The Water Well Project has delivered over 1000 sessions across Victoria, New South Wales and Tasmania. Our volunteers are healthcare professionals (doctors, nurses, midwives, and allied health) who donate their knowledge and time to deliver health education sessions outside their hours of paid professional work.

## **Our values**

- Collaboration
- Compassion
- Respectfulness of diversity
- Integrity
- Accountability