



VIC Health Educator Position Description

The Victorian Health Educator is responsible for developing, maintaining and delivering The Water Well Project's 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. It is important to improve the health literacy of these communities to facilitate better access to healthcare services and optimal health outcomes.

The Water Well Project sessions cover a range of health topics such as Navigating the Australian healthcare system, Women's Health, and Mental Health and Wellbeing. Sessions have also been instrumental in keeping these communities informed of guidance related to the COVID-19 pandemic. Sessions are highly interactive and interpreting services are provided where needed. Regions served will include the Hume, Greater Dandenong, Casey, Cardinia, Knox, Maribyrnong, Wyndham, Melton and Melbourne local government areas (LGAs).

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

- Working closely with the Chief Executive Officer, other Health Educators, the Project Administrator, and volunteer healthcare professionals to plan and implement delivery of interactive health education sessions to culturally and linguistically diverse (CALD) community groups across targeted LGAs in Victoria. This will include the facilitation of face-to-face (and some online) sessions in the greater Melbourne area.
- Supporting our volunteer healthcare professionals to facilitate interactive health education sessions.
- Assisting the Resources team with development of content for topic templates and other relevant resources for volunteer facilitators.
- Engaging with a broad range of stakeholders.
- Liaising with community representatives to understand areas of concern or barriers regarding health topics to tailor sessions to each community group's needs.
- Leading short-term projects from time to time.
- Increasing awareness about the work of The Water Well Project within the community sector.
- Collating feedback and generating reports as required by committees and other stakeholders.
- Performing ad hoc reporting and administrative duties as required.
- Representing The Water Well Project to external organisations as required.

Reporting

The role reports to the Chief Executive Officer.

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.

Remuneration and conditions

- 15.2 hours per week (0.4 FTE).
- There may be occasions where after hours work (including on weekends) may be required.
- Fixed term position ending 30 June 2023.
- 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, current AHPRA accreditation, and personal professional indemnity insurance.

Remuneration is determined through a role comparison of peer market data and an employee's current skill set. Remuneration will be comparable to similar positions within the not-for-profit sector, and dependent on the successful applicant's prior experience. Years of experience, qualifications, demonstration of our values and ongoing performance will determine the applicable salary.

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 from migrant, refugee and asylum seeker backgrounds to develop culturally sensitive and interactive health education sessions. Since its inception in 2011, The Water Well Project has delivered over 1200 sessions across Victoria, New South Wales and Tasmania in 40 different languages. Our 250+ 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