

Employee Position Description

Position Details		
Position Title: Community Engagement & Inclusion Lead	Department: Community Impact & Access	Agreement: : Victorian Stand Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2022-2026
Reports To: Senior Manager Health Promotion & Engagement	Location: Hawthorn and various	
Direct Reports: None	Employment Status: Part-time (0.6EFT) (Maximum fixed term)	Classification: Grade 3
Position Primary Purpose		
<p>The Community Engagement & Inclusion Lead will lead the implementation, monitoring and review of the <i>Community Engagement Framework, Reconciliation Action Plan</i> (RAP) and relevant business plan initiatives. The Community Engagement & Inclusion Lead will foster partnerships locally and strengthen connections with community members – especially Aboriginal and Torres Strait Islander people, people with diverse lived and living experiences, those hardly reached by services, community connectors, community leaders, consumers of health and community services and carers, across the AccessHC catchment. The position will support colleagues to plan for community engagement and provide reports to the AccessHC Board Community Advisory Committee. This role aligns with the AccessHC purpose and Strategy 2022-25, to build healthier lives together by removing barriers to people connecting with us and improving the health and wellbeing of our communities.</p>		
Decision Making Authority		Key Relationships
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> Operational decisions within existing budgets. Engagement with partner organisations, community settings and community members. Project management of the Reconciliation Action Plan. As per Delegation of Authority Policy. 		<p>Internal</p> <ul style="list-style-type: none"> Communications, Community Impact & Access staff AccessHC staff, managers, senior leadership and volunteers AccessHC Board Community Advisory Committee <p>External</p> <ul style="list-style-type: none"> Eastern Metro Region Community Engagement Leaders Consumer Participation Practice Network Partners (e.g. healthAbility CCOEI, ACCHOs, LGAs, NEPHU)

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
Leadership	<ul style="list-style-type: none"> • Represent and champion AccessHC's commitment to community engagement, reconciliation and inclusion internally and within the community, to demonstrate leadership locally and enhance these areas in partnership. • Provide leadership internally and externally to support AccessHC progress substantive reconciliation. • Provide advice and build capacity of colleagues to plan and embed principles of community engagement within their practice (that informs decision making, shares knowledge and builds relationships) to improve access, impact for consumers and quality standards. • Actively contribute to the Health Promotion and Engagement Leadership team and portfolio projects. • Ensure all documentation is prepared to a high standard (e.g. meeting agendas, project or community engagement plans, partner communications, promotional copy, evaluation plans and reports) and uses a health literacy lens.
Partnerships & Networks	<ul style="list-style-type: none"> • Foster relationships with Aboriginal and Torres Strait Islander Traditional Owners, clients and community members; Aboriginal Community Controlled Organisations, Gathering Places, community members, community organisations and other partners who support substantive reconciliation, inclusion and community engagement focus at AccessHC. • Work in partnership internally and externally to leverage opportunities, intersectionality and synergies to improve community engagement, inclusion and reconciliation practice. • Actively participate in key local and state-wide networks to enable AccessHC, to learn and promote good practice. • Actively contribute on internal committees and working groups.
Portfolio Areas	<ul style="list-style-type: none"> • Project manage the AccessHC RAP, monitor the delivery of the actions, prepare impact reports, coordinate development of future RAPs, lead key RAP projects and coordinate the RAP Staff Action Group and Community Reference Group. • Oversee the implementation of the Community Engagement Framework and Procedure; including providing advice about community engagement as required. Lead Community Engagement • Support Community Advisors who are members of the AccessHC Board Community Advisory Committee, attend meetings and prepare papers as required. • Advise on inclusion and diversity to remove barriers and increase access for people to use our services. • Lead or support initiatives and activities in the annual business plan as required.
Systems - Creating and embedding change	<ul style="list-style-type: none"> • Learn from community members, build their capacity to participate and support opportunities for them to inform decisions at AccessHC, to create service and system level change that removes barriers and improves consumer outcomes. • Use systems and ADKAR change management approaches to support Reconciliation, community engagement and inclusion, to leverage opportunities, build momentum, bring the workforce on the journey and build sustainability. • Recruit and supervise students and volunteers to support these objectives and development of the workforce.

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Key Accountabilities	
Focus Areas	Responsibilities
AccessHC Values	<ul style="list-style-type: none"> Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Respect, Innovation and Quality.
Governance and Compliance	<ul style="list-style-type: none"> Act in accordance with AccessHC's policies, procedures and code of conduct. Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> Act in accordance with health and safety policies and procedures at all times. All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> Police Check International Police Check (if lived/work overseas in past 10 years) Working with Children Check Driver's Licence <p>Key selection criteria</p> <ul style="list-style-type: none"> Tertiary qualifications in Community Engagement, Community Development, Health Promotion, Arts (e.g. Indigenous Studies major) or other relevant discipline (or substantial experience) Minimum of five years of experience working in Reconciliation, Community Engagement, Community Development, Health Promotion, Social Inclusion and Diversity or similar Demonstrated ability to relate and work with people from diverse communities Experience using community engagement frameworks (e.g. IAP2). Demonstrated project management experience with community projects Experience building strong working relationships to work in partnership with community members and local organisations 	<p>Attributes</p> <ul style="list-style-type: none"> Strong communication and interpersonal skills High level of cultural competency and respect for diverse cultures, abilities, ages, sexualities and gender identities Effective time management and prioritisation skills Knowledge of Uluru Statement from the Heart and Aboriginal Controlled Community Organisations (desirable) Existing connections with local communities and organisations (desirable) Ability to work in a team environment Well-developed presentation and report writing skills Demonstrated behaviours consistent with Access Health and Community values.

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Access Health and Community (AccessHC) is a Child Safe Organisation that values inclusivity and diversity. We encourage applications from people with disabilities, those with lived experience of mental health and/or alcohol and other drugs (AOD) challenges, and those with diverse genders and sexualities.

At AccessHC, our vision for reconciliation is an Australia where Aboriginal and Torres Strait Islander peoples experience equitable health and social outcomes. Our Reflect Reconciliation Action Plan (RAP) will contribute to achieving reconciliation. We will seek an understanding of and acknowledging histories and injustices, support the active expression of culture, build strong, trusting relationships, and apply culturally appropriate practices within our work.

We will work in partnership with Aboriginal and Torres Strait Islander peoples to create a welcoming and safe place for everyone at our services. AccessHC acknowledges the Wurundjeri Woi-wurrung people, who are the Traditional Owners of the land on which we work. We pay our respects to Wurundjeri Elders past, present, and future, and extend that respect to other Aboriginal and Torres Strait Islander people and we acknowledge that sovereignty was never ceded.

As a vaccine positive organisation, we encourage COVID-19 vaccinations and require successful applicants to undergo a NDIS Check, Working With Children Check, Police Check and potentially an International Check.

Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.