



## Position Description

<b>Title:</b>	<b>Aboriginal research assistants/interviewers</b>
<b>Unit:</b>	<b>Population Health</b>
<b>Reports To:</b>	<b>Executive Manager of Chronic Disease</b>
<b>Direct Reports:</b>	<b>Nil</b>
<b>Time Fraction:</b>	<b>\$35-\$45/hour, flexible app. 1-3 days per week</b>
<b>Employment Status:</b>	<b>Casual up to 3 months (March-May '21)</b>
<b>Location:</b>	<b>17-23 Sackville Street, Collingwood 3066</b>

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### Organisational Overview

VACCHO is the peak representative for the health and wellbeing of Aboriginal people in Victoria. We lead and support Aboriginal Community Control and the broader health and social services sector to deliver transformative health and wellbeing outcomes for Victorian Aboriginal communities. Our vision is for vibrant, healthy, self-determining Aboriginal communities. Our strategic plan; *On Solid Ground (2021-26)* outlines our bold steps to get there.

### Unit Overview

The Population Health Unit provides a strategic, coordinated and evidence-based approach to member services, workforce support and mainstream responsiveness to improve the Aboriginal community's health and wellbeing outcomes. The Victorian Aboriginal Cancer Journey is a team within the Population Health Unit that are designing and implementing a Victorian Aboriginal Cancer Journey Strategy. The Strategy is centred around self-determination and culturally appropriate health and healing for Victorian Aboriginal communities.

### Role Overview

A key component of the development of the human centred Aboriginal cancer journey strategy, is to have consultations with the Aboriginal health workforce and community yarns with people with lived experience and their families or carers.

VACCHO is seeking Aboriginal people who may be studying research, nursing, social sciences or the equivalent and the Aboriginal health workforce looking for some additional work with experience talking with community about sensitive health issues who also have some project/interviewing experience. We are looking for an inclusive pool of people so for example, if men want to talk to men we can provide this option. It is anticipated a VACCHO staff member will also attend these yarns to take notes and write up the discussion. However, there could be opportunities for this role

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to also write up the yarns they have with community, pending experience. These yarns will likely be face to face however online or via phone is also an option for community members who would prefer. It is expected that travel will be required to go to where the community members live in Victoria.

The casual roles will be paid on an hourly basis allowing time for travel and to conduct yarns and interviews with community and key stakeholders.

## Key Responsibilities

### Communications and Engagement

- Excellent communication skills, including active listening.
- Skills in interviewing, asking questions on sensitive health matters, including with people whose family members have passed.
- Experience asking qualitative/open-ended interview questions and/or yarns.
- An ability to be objective and non-judgemental to the information provided.
- An ability to keep all information confidential and private as per VACCHO's *Code of Conduct*

### Relationship management

- Develop and maintain relationships with VACCHO's cancer journey team members
- Schedule and keep to arranged meetings that suit external stakeholders and community members
- Support the implementation of VACCHO's strategic plan: *On Solid Ground (2021-26)*, particularly the focus area of *Health and Healing*.
- Ensure the key principles of *Culture and Kinship; Our Choice, Our Way; and Knowledge* are embedded throughout your work and the work of your team

**Compliance with VACCHO Standards** VACCHO is an equal opportunity employer and strongly encourages Aboriginal and Torres Strait to apply for all positions advertised (*Equal Opportunity Act 2010*). We are committed to ensuring our workplace and member services support also reflect this.

Everyone is welcome at VACCHO and candidates regardless of age, cultural background, ethnicity, gender, sexual orientation or religious affiliation are encouraged to apply.

- VACCHO is committed to welcoming and embracing the diversity of cultures, identities, gender, sex, and sexually diverse identities and expressions, experiences, beliefs, and values of all people. VACCHO believes in the right for all people to be treated with the respect and dignity at all times, and that all people who work for, govern or undertake work at or visit VACCHO should at all times feel safe and included at VACCHO.
- VACCHO requires all employees to comply with all work health and safety rules, regulations and relevant Codes of Practice (*Victorian Occupational Health and Safety Act 2004*).
- VACCHO requires employees to participate in and promote our quality control, risk management, safety and compliance systems. This includes participating in the development and application of VACCHO's policies and procedures, as well as the identification, reporting and management of risks. This includes adherence to all VACCHO Quality Management System (QMS) ISO 9001:2015 requirements.
- VACCHO requires employees to adhere to a *Code of Conduct*, including commitment to confidentiality and conflict of interest declarations.

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- VACCHO requires employees to follow all health and safety directions in relation to COVID-19 (including, but not limited to, VACCHO’s directions, Public Health Orders, and Victorian Chief Health Officer directions).

**Other Employment Related Information**

- A National Police Records Check is required as a condition of employment.
- A current Working with Children Check is required.
- A current Victorian Drivers Licence is required, and a copy is to be provided before any expiry date. The position may require travel throughout the state of Victoria and occasional interstate travel.
- Reasonable and valid evidence that you have received both the first dose and second dose of a COVID-19 vaccine is required and any booster shots when required. We note that evidence must be derived from a record of information that was made under, or in accordance with, the *Australian Immunisation Register Act 2015* (Cth). This may include a letter from a medical practitioner, a certificate of immunisation or an immunisation history statement obtained from the Australian Immunisation Register. VACCHO will also consider a current medical certification from a medical practitioner that an employee is unable to receive both doses due to a medical contraindication or acute medical illness, but VACCHO will have absolute discretion as to whether or not to accept this exception – after genuinely considering its duty of care and legislative obligations to all workers and visitors]

**Key Selection Criteria**

- Identifies as Aboriginal and/or Torres Strait Islander.
- Demonstrated understanding and commitment to Victorian Aboriginal health, Aboriginal culture, and the philosophy and practice of Aboriginal Community Control.
- Demonstrated ability to work with Aboriginal organisations, communities and individuals in culturally appropriate ways as well as mainstream health organisations.
- Demonstrated capacity to manage sensitive information, maintain confidentiality and remain impartial at all times.
- Proven ability to build and maintain relationships.
- Strong written and verbal communication skills with the ability to present information, simply and clearly to a range of audiences.

**Position Description Acceptance**

I ..... have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

**SIGNED by the EMPLOYEE**

.....  
Signature:

.....  
Name:

.....  
Date:

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