

Position Description

Bilingual Health Education Officer

Position title:	Bilingual Health Education Officer (Mandarin)
Location:	1/125 George Street East Doncaster, Victoria 3109
Hours:	Part-time (0.6 EFT)
Tenure:	Short-term contract until 29 May 2022
Salary:	As per SCHADS Industry Award 2010, CDW, Yr 4
Accountability:	The position reports to the Health Promotion Manager via the Health Promotion Officer
Liaison:	The Bilingual Health Education Officer will work closely with the Bilingual Health Education Officers and the Health Promotion Officer.

Organisational Context

Women's Health East (WHE) is the women's health promotion agency for the Eastern Metropolitan Region (EMR) of Melbourne. We improve health outcomes for women across the seven local government areas of Yarra Ranges, Knox, Maroondah, Manningham, Monash, Whitehorse and Boroondara. Women's Health East also influences women's health and wellbeing at a state-wide and national level. Our vision is equality, empowerment, health and wellbeing for all women.

Working within an intersectional feminist framework WHE addresses the social, cultural, economic, political and environmental factors impacting on the health, safety and wellbeing of women in the region. We build the capacity of organisations, services and programs in the region to optimally address issues affecting women at a primary prevention level.

To achieve this, we partner with state and local governments, health and community organisations, and others with a role in improving health outcomes for women. With a focus on our region we:

- Provide leadership, expertise and support to initiatives addressing our key priorities;
- Facilitate collaborative, integrated responses to our key priorities;
- Implement and support an intersectional approach to women's health promotion;
- Enhance the capacity of our partners to improve service system access and responsiveness for all women;
- Shape responses to women's health and wellbeing needs through the translation of evidence into practice, advocacy, consultancy and research; Influence public policy and the public discourse on issues relevant to improving health outcomes for women; and

- Deliver training and education programs, opportunities for collective learning, resources and support to build workforce and organisational excellence in women's health and wellbeing.

Our current health promotion priorities are to **Advance Gender Equality, Prevent Violence Against Women, and Improve Women's Sexual and Reproductive Health.**

This position is made available as part of a project led by the Multicultural Centre for Women's Health, a migrant and refugee women's organisation committed to improving the health and wellbeing of migrant and refugee women across Australia.

Multicultural Centre for Women's Health (MCWH) provides national leadership and excellence in multilingual health education and information, policy development, advocacy, training and research with specific expertise in sexual and reproductive health, mental wellbeing, occupational health and safety and the prevention of violence against women.

Position objective

To address barriers to vaccine literacy and uptake, vaccine 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 rural and regional Victoria.

Organisational relationships

The position reports to the Health Promotion Manager via the Health Promotion Officer.

Key Responsibilities

- 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, with a focus on COVID-19 vaccine uptake and service navigation.
- To participate in planning and evaluation of workshop modules, health promotion and training programs, including ascertaining the uptake of COVID-19 vaccination
- 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 Promotion Manager.

Essential Selection Criteria

- Demonstrated fluency in English and Mandarin.
- Relevant experience or qualifications in health promotion, 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.
- Commitment to, and understanding of, migrant and refugee women's health from a feminist perspective.

Desirable Selection Criteria

- Knowledge of women's health issues.
- Facilitation skills.
- Connection(s) with the Mandarin community in the Eastern Metropolitan Region of Melbourne.

WHE has an exemption under the equal opportunity act to employ only women – EO exemption H216/2017.

Developed November 2021.