

# Position Description

## POSITION: PREP, ALCOHOL AND OTHER DRUGS COORDINATOR

Location:	<b>Statewide</b>	
Classification:	<b>QuAC Award Level 3</b>	
Hours:	<b>38 hours/week</b>	
Contract:	<b>4 Years – July 1 2016 to June 30 2020.</b>	
Reports to:	<b>Supervisor:</b>	The PrEP, Alcohol and Other Drugs Coordinator will report directly to the Executive Director, Queensland AIDS Council.
	<b>Subordinate Staff:</b>	The PrEP, Alcohol and Other Drugs Coordinator will not be required to supervise staff, but will work closely with Senior Management and volunteers. The position will also be responsive to the Board of Directors in regards to the Clinical Governance Sub Committee.

**Salary Range:** \$69,836 – \$89,963 (plus salary sacrifice benefit)

### About QuAC

#### Our Vision

That lesbian, gay, bisexual, trans, intersex, sistergirl and brotherboy Queenslanders achieve fair and just health outcomes; and an end to HIV transmission in Queensland.

#### Our Mission

QuAC leads in the delivery of peer based, culturally appropriate and inclusive LGBTI health promotion, services and organisational and individual capacity development that:

- Promotes the health and wellbeing of lesbian, gay, bisexual, trans, intersex, sistergirl and brotherboy communities and peoples across Queensland
- Promotes the sexual health of, and reduces the transmission of HIV among lesbian, gay, bisexual, trans, intersex, sistergirl and brotherboy Queenslanders.

#### Our Values

Justice, courage, innovation, celebration

### Equal Employment Opportunity and Affirmative Action

The Queensland AIDS Council promotes Equal Employment Opportunity. All selection is based on proven experience, qualifications and / or training and the person's potential to undertake the responsibilities of the position most efficiently. We will not discriminate against applicants on any grounds not relevant in determining the best person for the position.

As a lesbian, gay, bisexual, trans, intersex (LGBTI) peer based organisation, and an HIV service agency, we recognise that LGBTI people and people living with HIV (PLHIV) bring unique perspectives, skills and knowledge that are important to QuAC's work. QuAC therefore promotes the recruitment and continued employment of LGBTI people and people living with HIV.

QuAC values the rights of PLHIV to confidentiality and so the choice to reveal HIV status remains the prerogative of the individual applicant/employee.

## Position Background, Statement and Purpose

On April 26 2016, the Minister for Health and Ambulance Services Cameron Dick announced a significant investment of \$6 million funding over four years to substantially increase access to PrEP across Queensland. Up to 2000 participants will be able to receive PrEP in the extended implementation project.

As an LGBTI organisation with over 30 years of experience in HIV health promotion, Queensland AIDS Council will play a pivotal role to ensure the 2000 places go to those people most at risk of HIV transmission.

Working closely with the Senior Management Team, Clinic 30, volunteers and other stakeholders, the PrEP Alcohol and Other Drugs Coordinator is responsible for the equitable roll out of PrEP across the state of Queensland.

Queensland AIDS Council recognises the impact of alcohol and other drugs on LGBTI people, and the interconnectedness of sex, sexual health, mental health and alcohol and other drugs in LGBTI communities. It is expected, therefore, that a significant part of this position will focus on the links between alcohol and other drugs and HIV prevention through PrEP.

## Essential Position Requirements

Positions at this level demand the application of knowledge which is gained through qualifications and/or previous experience.

- At least 2 year's experience in a similar position
- Demonstrated experience in health promotion, particularly in relation to HIV or Alcohol and Other Drugs, or both.
- A demonstrated understanding of the interplay between sex, alcohol and other drugs, risk taking and risk reduction in the lives of gay men and men who have sex with men.
- Demonstrated ability to tailor health promotion initiatives across urban, regional and remote settings.
- Demonstrated ability to work with diverse communities, including but not limited to: LGBTI community, PLHIV, Aboriginal and Torres Strait community and Culturally and Linguistically Diverse communities.
- Expert ability to engage with community through a range of media, and in particular in places where men meet other men for sex.
- Advanced computer literacy across a range of applications.
- Highly developed written and oral communication skills including a strong ability to think creatively.
- Excellent interpersonal and service skills with the ability to work with staff at all levels of the organisation and with the broader LGBTI populations, and the agencies, services and groups that serve these populations.
- Ability to work as team member as well as independently, and possess a high level of organisational skills, initiative, innovation and professionalism in the workplace.

Under the direction of the Executive Director, the PrEP, Alcohol and Other Drugs Coordinator will work within clearly defined established guidelines and work procedures to:

- Assist with the implementation of equitable access to PrEP across Queensland.
- Model and demonstrate constructive working relationships and across the organisation.
- Adhere to established work practices, and exercise initiative and judgement where practices and direction are not clearly defined.
- Engage in other duties where required and/or requested by QuAC Management from time to time.

## Desirable Position Requirements

- Tertiary qualifications in a related field of study (Health Promotion, Community Development or Community Advocacy.)

## SELECTION CRITERIA

All selection is based on proven experience, qualifications and/or training and the person's potential to most efficiently undertake the responsibilities of the position. The key selection criteria are ranked by percentages indicating the importance of the criteria. **YOU MUST RESPOND TO THIS SELECTION CRITERIA AS PART OF YOUR APPLICATION.**

Weighting	Key Selection Criteria
20%	A strong understanding of the relationship between sex, alcohol and other drugs, risk taking and risk reduction in relation to PrEP use for gay men and men who have sex with men.
20%	Proven ability to orchestrate community-based, social marketing campaigns targeting people who are most at risk of HIV transmission across Queensland.
20%	Highly developed skills in partnership development with governments at all levels, researchers, affected communities, other non-government organisations and importantly gay men and other men who have sex with men in diverse geographical settings.
20%	Proven ability to tailor community development, advocacy and health promotion messages across a range of media.
20%	An understanding of and sensitivity to issues affecting lesbian, gay, bisexual, transgender and intersex people and people living with HIV.

### Other Requirements

- C Class driver's licence
- Eligibility for a Blue Card for working with children and young people.

## APPLICATION AND SELECTION PROCESS

**Your application MUST address the selection criteria listed with the Position Description.**

We recommend that you respond to each selection criterion separately and succinctly. Applications that don't clearly address the selection criteria may not be considered further. We recommend you include:

1. **A Statement of Claims** describing your suitability against each of the selection criteria. Fully and concisely describe your knowledge, skills, experience and qualifications relevant to each criterion.
2. **A Curriculum Vitae** (or Résumé) providing a summary of your work experience, professional education and training. Include positions you held, period of employment and brief details of duties and responsibilities.
3. **Referee Contact Details** outlining the names, positions and telephone contact numbers for at least two work-related referees. These should be people who can comment on your ability to perform the role for which you are applying.
4. **Supporting Documentation** if specifically requested in the application package. You may choose to include (or cite) documents considered directly relevant to the position. Please keep these to a minimum.

Forward your application to The Recruitment Officer:

**By mail:**  
PO Box 1372  
Eagle Farm BC Q. 4009

**Or, by hand:**  
30 Helen St  
Newstead Q. 4006

Or email : [info@quac.org.au](mailto:info@quac.org.au)

### Further Details

For additional information about this position or about the recruitment process, contact:

Michael Scott, Executive Director, Queensland AIDS Council  
Ph. (07) 3017 1716  
E: [mScott@quac.org.au](mailto:mScott@quac.org.au)

**APPLICATIONS MUST BE RECEIVED BY 5PM FRIDAY 10TH JUNE 2016**