

# Position Description

## ***NORTH YARRA COMMUNITY HEALTH***



### **POSITION TITLE: EXECUTIVE OFFICER – YARRA DRUG & HEALTH FORUM**

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<b>Classification:</b>	Community Development Worker Class 3	
<b>Reporting Arrangements:</b>	The position report to the CEO of NYCH (or their delegate) and to the Chair of the YD&HF	
<b>Supervision:</b>	Students on placement, volunteers	
<b>Superannuation:</b>	Employer superannuation of 9 %	
<b>Employment Type:</b>	Permanent part time 0.5 EFT (19 hours) core funding plus 0.2 EFT through CoY Funding	
<b>Other Benefits:</b>	Salary packaging (including meals entertainment benefit) and staff training and development opportunities.	
<b>Approved by:</b>	Vera Boston, CEO	<b>On:</b> 29/05/2010

#### **1. About the YD&HF**

The Yarra Drug & Health Forum (YD&HF) is an unincorporated network of service providers in the City of Yarra. It has been in existence since 1996 and plays an important role in the local coordination of service responses and advocacy. The YD&HF holds monthly meetings, organises quarterly forums for community members and actively participates in a range of service planning activities and projects in Yarra.

The position is based at 4 Johnston Street, co located with NYCH's Drug Safety Services.

#### **2. Position Summary**

The main focus of this position is to increase the linkages and connections amongst the various agencies operating in Yarra around issues related to illicit and problematic drug use in order to maximise outcomes for all parts of the community and to advocate for the development of policies, innovative practices and services to meet changing needs and identified service gaps.

#### **3. Selection Criteria**

##### **3.1. Essential**

- Knowledge of and interest in community based drug initiatives and the broader service system.
- Well-developed communication and project management skills, including high level administrative and organisational skills.
- Familiarity with basic Information Technology, including word-processing, e-mail etc.

- ❑ Ability to work independently and in an accountable manner in a changing and unstructured environment.
- ❑ Demonstrated success in submission writing to various levels of Government and/or philanthropic trusts

### **3.2. Desirable**

- ❑ Ability to effectively communicate with a broad range of people from diverse backgrounds.
- ❑ Good knowledge of the local area and the various agencies that make up the service system
- ❑ Demonstrated ability to work within tight timelines.
- ❑ Current Victorian Driver's License
- ❑ Demonstrated capacity to manage competing priorities and to deliver high quality outcomes

## **4. Responsibilities**

### **4.1. Provide secretarial and executive support to the Yarra Drug & Health Forum.**

- Co-ordinate the preparation of Forum meetings, including the preparation of agendas, organisation of catering and distribution of minutes.
- Establish and resource working groups as agreed with the Executive Committee.
- Prepare and/ or commission discussion / research documents as required.
- Provide regular reports on activities to members, the Executive Committee and funders as required.
- Ensure the ongoing evaluation of the Yarra Drug and Health Forum and its activities.
- In collaboration with the Executive Committee and members of the Forum, investigate other funding opportunities as appropriate.

### **4.2. Coordination and networking**

- Facilitate the involvement and participation of both existing and potential members of the Forum in its meetings, working groups and projects.
- Work collaboratively across the sector and with individual agencies to address local concerns relating to alcohol and other drug activity
- Establish and maintain links with other similar organisations in adjoining and related areas.
- Actively participate in local community meetings
- Prepare and distribute regular electronic newsletters/ updates.

### **4.3. Community education**

- Seek opportunities for community education about drug issues and present information sessions as required including coordinating presentations made by other local workers.
- Develop an effective communication and consultation strategy regarding local drug issues and initiatives.

### **4.4. Advocacy**

- Prepare responses to government policy documents as determined by the Yarra Drug and Health Forum through the Executive
- Advocate for innovative practices and services to meet identified service gaps –
- Facilitate ease of access to assistance and ensure inclusion for people with a diversity of needs

### **4.5. Other Responsibilities**

- Understand and comply with the NYCH OH&S Policy, and procedures and the legislative requirements relevant to this position.

- Exercise loyalty, good judgement and discretion regarding confidential issues
- At all times treat other staff with courtesy and respect
- Work in partnership with the community, clients and staff to achieve our vision.
- Participate in relevant team meetings and staff development activities.
- Maintain adequate records and provide reports as required.
- Receive appropriate training about the Needle & Syringe Program (NSP) and participate in the NSP as required.
- Undertake other duties as directed which fall within the scope of the position and the skills of the position holder

**5. Further Relevant Information**

- NYCH is an equal opportunity employer
- Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or disease that might be affected by employment in this position
- A pre-employment police check is mandatory for all new employees. A working with Children check may be required.
- The staff member is employed by NYCH and employment is not site specific. The position may be required to work at any of our Centres or across Centres according to the needs of the program.
- A Probation period of three (3) months applies to all positions

**This position description is approved by:**

Occupant: .....Date: .....

CEO NYCH:.....Date: .....

Chairperson YD&HF ..... Date: .....