



Position Title:	COMMUNITY ENGAGEMENT OFFICER (MANDARIN SPEAKING)
Hours:	0.6 FTE
Duration:	Contract – 6 Months
Location:	Working from Home with regular travel to and from community sites in the Southern Melbourne Region
Reporting to:	Health Promotion Manager through the Community Engagement Coordinator

About WHISE

Women's Health in the South East (WHISE) is one of 12 Women's Health Services across Victoria. Delivering health promotion and primary prevention services across the Southern Melbourne Metropolitan Region. Comprising 10 Local Government Agencies, this part of Victoria is one of the most diverse communities both in Melbourne, across the State and Australia.

Women's Health Services are based on an understanding of health within a social context and recognise that:

- health factors are determined by a broad range of social, environmental and economic factors.
- differences in health status and health outcomes are linked to a range of factors including gender, sexuality, socio-economic status, ethnicity and disability.
- health promotion, prevention, equity of access and strengthening of community and primary health care are necessary along with other health treatment services.

Multicultural Community Educator Team

The WHISE's Multicultural Community Education team is part of our Health Promotion group and:

- works in partnership with our community, to establish strong positive relationships with newly arrived and well-established migrant communities, as well as refugees, to design and deliver appropriate, health and primary prevention support for women's health in the Southern Metropolitan Region
- provides a values-based culture where staff gain meaningful work experience that develops and builds knowledge and skills, and positively contributes to their overall work life and career

Workers in this role will be working remotely/from home for much of the project and will be asked to work at the WHISE office on Thursday of each week to participate in staff meetings and connect with the WHISE Team.

The Role

The person in this role will be required to:

- Attend professional development and training at the commencement of appointment, and participate in any other on-the-job training that may occur during the project
- Conduct community engagement activities for migrant and refugee women with aligned agencies and groups in areas such as COVID-19 safety and vaccination, mental health and wellbeing and, respectful relationships



- Conduct in-language health promotion education sessions for migrant and refugee women in their workplaces and in community settings
- Participate in planning and evaluation of workshop modules, health promotion and training programs
- Participate in the maintenance and development of educational resources
- Assist in the preparation of reports for the project, and collect data on work undertaken
- Undertake publicity and promotional activities in a relevant community language
- Other duties consistent with this role and as directed by the Health Promotion Manager

Selection criteria

Essential

- Demonstrated fluency in English and Mandarin and community connections.
- Relevant qualifications and/or experience in 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
- Experience and/or willingness to work remotely
- 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

Highly desirable

- Knowledge of women's health issues
- Facilitation skills
- Knowledge of community development practices and approach

Salary & conditions

- As per SCHCDS Industry Award 2010, CDW, Yr 4, plus 25% loading.
- Employment is for 6 months from start of contract

Please note: WHISE can only employ people who have the right to work in Australia: Australian Citizens, Australian Permanent Residents, New Zealand Citizens, or others who have been granted Australian work rights. We are unable to sponsor applicants who don't have the right to work in Australia.

WHISE has an equal opportunity employment exemption and applications for this position are therefore open to applicants who identify as women.

Date: Reviewed: Nov 2021