



## Our vision

Trusted as the leading humanitarian organisation making a genuine difference in the lives of people and communities.

## Our purpose

Bringing people and communities together in times of need and building on community strengths.

We do this by mobilising the power of humanity.

## Our Fundamental Principles

Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, Universality

## Our Values

**We are part of a movement.**



### **We Respect**

As humanitarians, we put people first, listening to, understanding and respecting each other.



### **We aspire**

We are curious, optimistic and we learn, because we want to do and be better.



### **We collaborate**

We achieve our best by bringing people together on shared goals.



### **We stand up**

We face challenges and opportunities with courage and compassion.



### **We deliver**

We take ownership of delivering on our goals and make genuine impact.



<https://www.redcross.org.au/>

At Australian Red Cross we:

- Adhere to the 7 fundamental principles of Red Cross
- Act at all times in accordance with Australian Red Cross Ethical Framework and Child Protection Code of Conduct and applicable policies
- Are committed to protecting the rights of all people, particularly those who may be experiencing vulnerability. We want the people we work with to feel safe, be safe and free from abuse of any kind. We are a child safe organisation. We have zero tolerance for child abuse. We value, respect, and listen to children and are committed to supporting child safety and wellbeing in our work
- Demonstrate skill, knowledge, and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Are committed to building a culture informed and characterised by the principles of diversity, equity, inclusion, and belonging. Australian Red Cross people are supported to understand and embed these principles into their leadership of self, others, teams, and workflow

## Position Description

<b>Position Title</b>	<b>Project Coordinator, Health in my Language</b>	<b>Department</b>	Migration Support Program
<b>Location</b>	South Australia	<b>Direct/Indirect Reports</b>	4
<b>Reports to</b>	State Lead, Migration Support Program	<b>Date Revised</b>	April 2022
<b>Industrial Award</b>	Social, Community, Home Care and Disability Services Industry		
<b>Award Level</b>	Level 4	<b>Red Cross Job Grade</b>	4
<b>Job Level</b>	Team Leader	<b>Job Evaluation No:</b>	HRC0064137
<b>Special Measures</b>			

### Position Summary

The purpose of this role is to support the implementation of the 'Health in my Language: COVID-19 Vaccination Bilingual Health Education' project in South Australia, being funded by the Commonwealth Department of Health. The Health in My Language project will address vaccine literacy, hesitancy, and barriers to service navigation of the vaccination system facing women, children and men from migrant and refugee communities across Australia.

The project will specifically target activities for groups of people who may experience higher levels of vaccine hesitancy and barriers to accessing COVID-19 vaccinations. These groups include older people, parents, carers, people of child-bearing age or pregnant, and people living in regional and rural areas.

### Position Duties

#### Key responsibilities/accountabilities

- Learn about the project through attending professional development and training at the commencement of appointment
- Provide day-to-day supervision of the Project's South Australian-based team of health educators
- Undertake administration related to health educators' activities (e.g. weekly meetings, bookings, schedules, record keeping, and collection of evaluation data)
- Provide support to the Bilingual Health Educators to deliver health education sessions, including review of health education session plans, development of resources, responding to information requests, and providing professional development
- Provide support to the Bilingual Health Educators to conduct community engagement activities and develop stronger networks with migrant and refugee groups and
- Undertake other duties consistent with the role and as negotiated with the State Lead, Migration Support Program.

#### Key relationships

- Regularly connect with Red Cross staff, particularly in the Migration Support Program
- Continue to enhance relationships within target communities
- Liaise with Program Coordinators within other partner organisations across Australia and with Multicultural Centre for Women's Health staff, the project lead agency, as required.

## Person Requirements

### Key Behavioural and Technical Capabilities

- Effective leadership skills and demonstrated ability to manage a team
- Demonstrated cultural competence and the ability to work with and lead teams of people from diverse backgrounds
- Demonstrated ability to work effectively as part of a team
- Strong organisational and time management skills
- Demonstrated ability to maintain accountability for funding agreements and operate within the terms and conditions of the contract and organisational strategic objectives.
- Demonstrated skills in stakeholder engagement and fostering sustainable partnerships
- Well-developed analytical, problem solving and decision-making abilities including high level oral and written communication skills
- Proven ability to supervise, develop, and lead the performance of teams

### Experience

- Proven experience in project management and / or community development
- Experience in working with linguistically diverse people and communities from different cultures and backgrounds

## Wellbeing, Health and Safety

It is our vision to be harm free and committed to providing and maintaining a safe and healthy environment for volunteers, members, staff, contractors, clients, customers, and others who may be involved in our work. Our Wellbeing Health and Safety direction is aimed at building a 'safety mindset' into our daily work, assessing and reducing risk, reporting hazards and incidents, and providing Red Cross people with a positive, healthy workplace.

- Identify and understand the current and future risks involved in undertaking your role and service delivery activities, then competently manage those risks so that everyone is safe
- Comply with the Work Health and Safety management system

## Key Job Requirements

### Licenses/compliance screening

Screening is required prior to commencement. Renewals may also be required during your employment in order to comply with specific contractual or legislative requirements.

A Working with Vulnerable People check	Yes
Driver's License	Yes
A clearance to work with vulnerable adults	No
Police check	Yes - every 5 years
National Disability Insurance Scheme (NDIS) check	No
Evidence of up to date* vaccination against COVID-19	Yes

*\*As per latest definitions by the Australian Technical Advisory Group on Immunisation (ATAGI), or who have a medical exemption based on ATAGI guidelines*