

# POSITION DESCRIPTION



**Position Title:** Community Health Promotion Officer Harm Reduction Outreach

**Work Level:** Operational

**Reports To:** Manager, Harm Reduction

**Direct Reports:** This position does not have any employees reporting into it

## Position Overview

This position is responsible for supporting and coordinating the planning, development and implementation of alcohol and other drugs (AOD) / harm reduction projects at ACON, with an emphasis on state-wide campaign coordination and delivery, and harm reduction workshop design and delivery. This role sits in the Harm Reduction team, which focuses on improving the health and wellbeing of sexuality and gender diverse communities in relation to alcohol and other drugs.

## About Harm Reduction at ACON

The Harm Reduction team at ACON provides several programs delivering community health promotion related to alcohol and other drug harm reduction, including the Rover program, [Between the Lines](#) digital resources and campaigns, ACON’s Sydney Needle Syringe Program, harm reduction workshops, research and policy contributions, sector capacity building and other community initiatives related to harm reduction.

ACON’s Harm Reduction programs seek to advance health and wellbeing, and existing communities of care, with a focus on the social determinants of health, intersectional and human rights values, and an ethos of “nothing about us without us”, prioritising the voices and contributions of those with lived and living experiences. We work across all sexuality and gender diverse communities, including Sistergirls, Brotherboys and trans mob, LGBTQ+ people from multicultural backgrounds and LGBTQ+ people living with HIV.

## Main Activities

- ✓ Support the *Manager, Harm Reduction* in the development, implementation, monitoring and evaluation of ACON’s community education, health promotion and capacity building programs, which are designed to reduce harms associated with AOD use among LGBTQ+ communities.
- ✓ Foster collaborative relationships with a range of stakeholders, including building and maintaining partnerships across the sector.
- ✓ Coordinate the development, distribution and/or delivery of targeted harm reduction health education material, including:
  - resources and campaign materials related to harm reduction and AOD support for LGBTQ+ people and their friends, families and carers,
  - promotion of resources and campaigns on social media, at main community venues/events and with key stakeholders, and
  - harm reduction workshops and training with community members, venues and event promoters.
- ✓ Set priorities, plan and organise work, and deliver on agreed outputs as defined in both the unit-level and individual-level workplans.
- ✓ Maintain appropriate and timely statistics, administrative records, written reports and project planning documentation.
- ✓ Comply with and contribute to work, health and safety policy objectives within the workplace, actively promoting a culture that prioritises healthy and safe workplaces for all.
- ✓ Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, performance appraisals, quality improvement and professional development strategies.
- ✓ Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

APPROVED: Director, Community Health	Community Health Promotion Officer Harm Reduction Outreach	Aug 2025
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## Selection Criteria

### Essential:

- 1. Demonstrated understanding of AOD use and harm reduction approaches as they relate to people from sexuality and gender diverse communities, such as experience volunteering in ACON’s Rover Program or other harm reduction peer services.
- 2. Strong administrative and organisational skills, with demonstrated understanding of health and community development projects, including:
  - o experience designing, planning, managing, implementing and evaluating evidenced-based health promotion initiatives, such as digital resources and/or workshops, and
  - o highly developed computer literacy skills, with proven knowledge of social media platforms (e.g. content development and copy writing) and Microsoft Office Suite.
- 3. Strong interpersonal, written and oral communication skills, with demonstrated ability to facilitate workshops, effectively work and collaborate with diverse groups of people and build partnerships with community-based, government and non-government organisations.
- 4. Solid understanding of and commitment to ACON’s communities, including all LGBTQ+ and people living with HIV.

### Desirable:

- 1. Relevant qualifications in Community Services, Health Education, Health Promotion or related field.
- 2. Ability to work additional hours, including outside of regular business hours, at workshops, Rover and Outreach events (particularly during Mardi Gras).
- 3. Current NSW driver licence.
- 4. Current First Aid certificate.
- 5. Recommended vaccinations against illness that may adversely impact ACON’s communities.

## Additional Information

This is a part-time position available on a 1-year fixed term contract.