

POSITION DESCRIPTION

Position Title:	Administration Assistant: Refugee Cancer Program
Award:	MAO: Health and Allied Services and Administrative Workers Stand Alone Community Health Services Multi Employer Enterprise Agreement 2022-2026
Classification:	Social & Community Services Level 2
Site:	This position is primarily based at our Central site, however, may be required to work from any BCHS site or outreach location as negotiated.
Hours per fortnight:	15.2 hours per fortnight (0.2 FTE)
Tenure:	Fixed term until October 2027
Position description developed:	September 2026
Responsible to:	Senior Leader Multicultural Health Equity

ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

VISION

Better health and wellbeing across generations.

PURPOSE

Supporting you and your family to live healthy lives.

VALUES

Lived and Living Experience: We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

Equity: We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

People: We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

Partnership: We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

Integrity: We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

TEAM ROLE

The role of the Multicultural Health Equity team is to build health equity and foster inclusion of new and existing communities with lived refugee and migrant experience. This is done through understanding gaps in inequitable health status, health and service literacy, care, treatments, service systems, and safe living. Working with community, relevant service sectors and service providers is integral to co-designing opportunities to improve health and wellbeing for former refugees and migrants.

The Multicultural Health Equity team works alongside teams who deliver both primary support models: Humanitarian Settlement Program, and Settlement Engagement and Transition Support. Bendigo Community Health provides a holistic approach to these emerging communities with a strong focus on identifying and addressing community needs.

POSITION ROLE

The primary focus of this role within the Multicultural Health Equity team is to assist with Cancer Support for People of Refugee Background Program extension, building upon work undertaken from 2022-2026.

This role will provide administrative support to program action areas that include:

- the expansion of Adult Migrant English Program (AMEP) cancer education modules, promotion of inclusion and healthy lifestyles with a focus on cancer prevention, early detection, and meaningful engagement with treatment, and cancer care navigation.

Specifically, this role will assist with meeting management, scheduling activities, data collection, reporting, and financial monitoring.

POSITION RESPONSIBILITIES

The responsibilities of the position are:

- Work with project staff to assist with daily administration tasks including:
 - Meeting and stakeholder management
 - Financial monitoring
- Assist with the design and monitoring of project data collection.
- Other duties as directed.

KEY SELECTION CRITERIA

Essential

1. Demonstrated experience creating project management templates.
2. Intermediate to high level skills in Microsoft Office programs and ability to develop skills using different databases.
3. Demonstrated experience in financial monitoring and data collection for evaluation.
4. Demonstrated ability to communicate with stakeholders and partners.
5. Demonstrated ability to work in a multidisciplinary team.
6. A current driver's license.

7. A current employee Working with Children Check.
8. The successful applicant will be required to undertake and complete a Satisfactory National Police Check.

Desirable

1. An interest, or experience in the development of education resources.

PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

STAFF REVIEW & DEVELOPMENT (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Adhere to service delivery project milestones, objectives and reporting requirements.
- Work collaboratively with the program team.
- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with the BCHS privacy and confidentiality procedures.

Communication and Teamwork:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

Administration and Documentation:

Using BCHS processes, ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

DIVERSITY AND CULTURE

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

CHILD SAFETY

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

OTHER ESSENTIAL REQUIREMENTS

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that *"Quality is everyone's business, safety is my responsibility"*

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

OTHER INFORMATION

- Salary packaging would be available to the successful applicant. (REMOVE IF CASUAL)
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.

