



# VICTORIAN AIDS COUNCIL

## WORKING TOGETHER

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Test Facilitator – PRONTO!
<b>PROGRAM:</b>	Services Division (PRONTO!)
<b>POSITION STATUS:</b>	Part Time
<b>REPORTING TO:</b>	Program Manager
<b>LOCATION:</b>	Our key site is in Fitzroy. From time to time the incumbent may be outposted to other VAC sites or other collaborating community venues.

#### 1. ORGANISATIONAL ENVIRONMENT

The Victorian AIDS Council (VAC) was formed in 1983 as a central part of the Victorian community's response to HIV/AIDS. VAC aims to improve the health and social and emotional well-being of Victorian LGBTI communities, with a particular emphasis on bringing the HIV/AIDS epidemic to an end.

VAC employs over 70 staff, across various program areas. Staff qualifications range from social work and counselling to psychology and nursing. Professional development programs are in place, including individual supervision and a professional development program. Counselling and care coordination staff members have regular clinical supervision. Strategies are in place to maintain a stable, motivated, and supported workforce through regular staff members and team building activities, and peer review meetings.

#### **Our purpose**

To reduce HIV transmissions in Victoria by promoting the health of gay men and of people living with HIV.  
To work in partnership to improve health outcomes for the sexually and gender diverse community.

#### **Our Vision**

A future without HIV.

A world where all sexually and gender diverse people live with dignity, with equal rights, and participate fully in our society.

#### **Our Mission**

VAC leads the fight against HIV/AIDS in Victoria by providing care and support for people living with HIV, health promotion, and advocacy.

We advocate, with partner organisations, to improve health outcomes for sexually and gender diverse communities.

#### **At VAC we:**

Deliver HIV prevention, education and health promotion to gay men.

Provide services, support and advocacy for all people living with HIV.

Respond to emerging needs and developments in HIV prevention and care.

Support and promote the health and wellbeing of sexually and gender diverse communities.

Promote access to our services for these communities.

#### **Our Goals**

Decrease rates and impact of HIV.

Be recognised as a visible and trusted leader for our communities.

Lead through innovative and high-quality programs and services.

Be a strong, unified organisation.

Be a well-governed, financially secure, and sustainably-resourced organisation.

For more information on our organisation please visit our website [www.vac.org.au](http://www.vac.org.au)

## **2. PROGRAM CONTEXT, ROLE & FOCUS**

HIV testing is a key HIV prevention strategy for gay men in Australia. It is believed that up to one third of HIV infections in the Melbourne gay community are currently undiagnosed and modelling shows that increased coverage and frequency of testing for HIV amongst high risk gay men and other G/MSM will be the most effective public health intervention to reduce future transmissions of HIV.

A peer driven, community based shop front approach has been trialled in Western Australia and shown to reduce some of the barriers to testing and the promotion of early HIV detection. Community models of rapid HIV testing for G/MSM and other risk populations have been widely used in the United States and Europe for over ten years with the goal of increasing opportunities for people at risk of HIV to get tested.

The primary objectives of PRONTO! are to:

- Establish an accessible, high quality, confidential community based HIV testing and STI testing service in metropolitan Melbourne
- To increase the frequency of HIV and STI testing among sexually active and high risk G/MSM in Victoria
- Reduce barriers to G/MSM in Victoria accessing HIV and STI testing at the recommended frequency
- Provide high quality evidence of the impact of community based and rapid point of care HIV testing for reducing HIV transmission risk among G/MSM in Victoria
- Enhance access to primary and secondary sexual health services by working in partnership with existing service providers
- Provide recommendations for future models of HIV testing in Victoria and nationally

PRONTO! operates within the Services Division of the VAC which holds full responsibility for the ongoing operations of the site.

### **Service culture**

The Rapid HIV Testing service is designed to offer a friendly, non-clinical and inclusive environment. An open style of communication is encouraged between workers and guests/clients of the service. A safe environment is a paramount consideration at all times. We encourage a service culture that is accountable and respectful and where uncertainty or stressful situations do not negatively affect professional relationships or customer service.

It is expected that the Test Facilitator – PRONTO! will practice at all times in a way that maintains the integrity, reputation and function of the service with particular regard to the principles of privacy and confidentiality. This role inhabits unusual territory with regard to the style of relationship that might be established with service users and therefore requires a judicious use of 'self' within that relationship.

## **3. POSITION ROLE AND RESPONSIBILITIES**

The specific role of the Test Facilitator is to provide peer-based rapid HIV and STI testing to gay men and men who have sex with men, initiate and facilitate appropriate referrals into care and follow-up and undertake related administrative duties at the Rapid HIV Testing site. The framework of this project is a combination of peer education, healthcare and promotion and cultural intervention. This position operates as part of a team that is collectively responsible for participating in all aspects of the projects ongoing planning, development and evaluation and the post holder is required to keep abreast of trends and changes in HIV in Australia, related research and other social and cultural developments in an endeavour to ensure effective messaging and engagement.

As the services capacity, demand and impact is more fully understood, testing for other STI's may be an additional requirement of this role.



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Other requirements of this role include:

- Conducting HIV/STI risk assessments for individual clients of the service through an appropriate and effective pre and post Rapid HIV test counselling technique (as a person of prescribed class)
- Conducting Rapid HIV testing and interpretation through the use of the Rapid HIV testing device in accordance with Australasian Society for HIV Medicine(ASHM)/ Rapid Point Of Care RPOC) testing guidelines, HIV Point of Care device training received under the supervision of a Registered Nurse, adopting the principles and practices of universal precautions and safe sharps disposal
- Delivering negative and provisionally reactive Rapid HIV Test results to clients with appropriate sensitivity as a person of prescribed class
- Conducting Rapid syphilis testing and interpretation through the use of the rapid syphilis test device adopting the principles and practices of universal precautions and safe sharps disposal
- Delivering negative and provisionally reactive rapid syphilis test results to clients with appropriate sensitivity and offering referral into care to the facility of the clients choice as per referral pathway guidelines
- Providing STI testing, advice and onward referral to external agencies as appropriate
- Providing phlebotomy for patients for parallel HIV and Syphilis testing
- Providing Post Exposure Prophylaxis (PEP) and Pre-exposure Prophylaxis (PrEP) advice and immediate onward referral as appropriate
- Provide onward referral for HIV care and / or STI Treatment to the facility of the clients choice as per referral pathway guidelines
- Maintaining accurate records of risk assessments and other significant client interactions within the medical software employed in the service
- Data collection as indicated by tools provided for sentinel surveillance and/or other purposes as directed by the Program Manager
- Attend onsite/offsite training as directed by the Program Manager
- Covering reception duties during break times and when requested by the Program Manager

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#### 4. KEY SELECTION CRITERIA

##### Qualifications

Applicants must complete training as a person of prescribed class to engage in pre and post HIV test counselling

##### Skills and experience

1. Applicants who have completed training as a person of prescribed class to engage in pre and post HIV test counselling will be considered favourably
2. An understanding of the broader context in which Rapid HIV Testing exists
3. Demonstrated ability to work independently and as part of a team
4. Demonstrated ability to engage competently with IT software programmes
5. Demonstrated sensitivity towards issues faced by gay men, in particular fears and concerns around HIV/STI testing
6. An ability to establish rapport quickly and to elicit information for the purpose of HIV/STI risk assessment

7. Demonstrated organisational and time management skills
8. Demonstrated understanding of the principles of and requirement for confidentiality relating to any client engagement or interaction
9. An understanding of the interpersonal boundaries needed in order to operate without compromise in this role
10. Ability to convey warmth, openness, empathy and concern for the wellbeing of clients
11. Capacity and willingness to contribute to a supportive and productive team environment
12. Current driver's licence preferred.

### **Desirable**

Demonstrated experience in one or more of the following areas:

- Peer support frameworks within LGBTI community
- Experience in peer-based interventions within a combined Public Health, Health Promotion and Clinical framework
- Qualifications relating specifically to Health Promotion, Public Health or Peer Education
- Previous experience in a community based organisation
- Previous experience using medical software and/or appointment booking systems
- Previous experience in phlebotomy

## **5. CONDITIONS OF EMPLOYMENT**

- This position is classified and paid at Level 5, Paypoint 2 under the Health Professionals & Support Services Award 2010
- Salary packaging is offered and is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee. This arrangement is available while VAC continues to be granted "public benevolent institution" status and enjoys exemption from the provisions of the Fringe Benefits Tax (FBT). Should our status change salary packaging will no longer be available.
- Employer's contribution to superannuation (9.5%) will also be paid.
- Conditions of employment are as stated in the employment contract and are drawn from the Victorian AIDS Council Inc. And Gay Men's Health Centre Inc Employment Agreement, 2014.
- The position is for a minimum of 15 hours per week.
- A willingness and ability to work flexible hours is required, including during early evening. Occasional weekend meetings and other work-related commitments may arise.
- A Confidentiality Agreement must be signed.
- VAC is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- VAC provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Applicants must be either Australian citizens, or have permanent resident status.
- Applicants must be willing to undergo a Police check

## **6. PROFESSIONAL SUPERVISION**

VAC has a commitment to ensuring that PRONTO! staff members receive high quality professional supervision on a regular basis. The PRONTO! Test Facilitator is required to attend this supervision.

## **7. WORKPLACE HEALTH & SAFETY**

As an employee of VAC, staff members need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).



### 8. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent to [peter.locke@vac.org.au](mailto:peter.locke@vac.org.au)

For further enquiries please contact: Peter Locke [peter.locke@vac.org.au](mailto:peter.locke@vac.org.au) ph: 0419 913 062

Applications close on: COB Monday 15<sup>th</sup> May

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.