



JOB OPPORTUNITY: AIVL PROJECT OFFICER

Duty Statement and Selection Criteria

The Australian Injecting and Illicit Drug Users League (AIVL) is the national organisation representing people who use/have used illicit drugs and is the peak body for the state and territory peer-based drug user organisations. AIVL is currently seeking to engage a **part-time Project Officer** (15 hours per week) **for a period of approximately three months** (1 April to 30 June 2020), with a possibility of extension.

Terms and conditions of employment are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010. Remuneration is in line with Level 4 – pay point 4 of the Award (i.e. \$37.68 per hour).

Roles and Responsibilities:

Working under supervision and with other team members to:

- Help finalise draft resources (e.g. posters and brochures) providing basic harm reduction information to people who use drugs on a range of topics including:
 - Methamphetamine (meth, crystal, ice, bling) use and blood borne viruses (BBVs) and sexually transmissible infections (STIs) risks
 - Hepatitis C and prison issues
- Organise and run consultations with people who use drugs to focus test draft resources prior to finalisation
- Provide input re layout and graphic design of the resources
- Provide input to the review of some existing AIVL resources that need updating (e.g. AIVL Vein Care Guide, Liver First)
- Assist with activities relating to the work of AIVL's National Peer Network
- Provide support to other staff members to assist with the completion of other tasks as required

Selection Criteria:

- Ability and willingness to communicate freely with people who use drugs – both in groups and individually – to seek their views on draft resources (focus testing)
- Ability to search for and find relevant information on the internet (conduct basic research)
- Knowledge of ACT or other illicit drug using communities and access to people who have the necessary life experience to provide input to AIVL's work
- Relevant life experience to inform the development of resources on topics such as illicit drug use and BBV and STI risks, including in relation to people in custodial settings
- Resilience and ability to talk about personal experiences in group settings from time to time (where appropriate)
- Ability to communicate sensitively and respectfully with a broad range of people including people who use drugs, Aboriginal and Torres Strait Islander people and people from diverse cultural backgrounds, LGBTI community members, researchers, public servants, members of the general public etc.
- Computer literacy, including ability to write emails, create documents in Microsoft Word etc.

HOW TO APPLY:

Please forward a CV/resume – along with a brief covering email outlining why you think you would be suitable for the job – to melanie@aivl.org.au by 5pm on Wednesday 25 March 2020. If you have any queries, please contact Melanie Walker, Chief Executive Officer, AIVL on 0438 430 963.