

Full time permanent position

**Program Coordinator - Chronic Diseases in Culturally & Linguistically
Diverse (CALD) Communities**

ECCQ is an equal opportunity employer.

Organisation:

The Ethnic Communities Council of Queensland (ECCQ) is a non-profit, community-based state peak body, working to represent the issues and concerns of ethnic communities and the multicultural sector. Established in 1976, ECCQ undertakes advocacy and project and program development consistent with available funding and identified priority areas. This position offered is funded under a joint Queensland Health and Federal Government initiative.

Title: Program Coordinator - Chronic Diseases in CALD Communities

Salary: Level 6.1, Social & Community Services (Queensland) Award.
Negotiable. Salary packaging will be available.

Appointment: Permanent, subject to Queensland Health funding (currently three years). A three month probation period applies.

Reports to: Executive Manager.

Location: ECCQ House, 253 Boundary St, West End, Brisbane

People from culturally and linguistically diverse backgrounds are encouraged to apply.

**Send applications, supported by a CV and a brief statement addressing Selection
Criteria, to:**

The Executive Manager, ECCQ, PO Box 5916, West End, Queensland, 4101.

**Please lodge your application with us by 5 pm on Friday, March 16, 2007 and
ensure you address the Selection Criteria.**

Position Description:

The Chronic Disease Program Coordinator at ECCQ is responsible for developing models and tools to support partnership development including identification of barriers, critical success factors and change-management processes to enable the implementation of the *Queensland Chronic Disease Strategy 2005-2015* in CALD communities.

The Coordinator will engage with primary health care providers in the government, non-government and community sectors including General Practitioners, Queensland Health service providers and CALD communities to ensure coordinated culturally appropriate delivery of chronic disease self management programs.

Queensland Health's Chronic Disease strategy focuses on type 2 diabetes, cardiovascular disease, chronic respiratory disease and renal disease.

The strategy will also focus on the prevention of risk factors that contribute to these diseases - tobacco smoking, poor nutrition, physical inactivity and alcohol misuse, specifically for CALD people. A key objective is to empower and prepare individuals to manage their health care through identifying or developing models that support their needs.

The focus is to decrease barriers experienced by CALD communities in engaging in Chronic Disease strategies and to increase Queensland Health's capacity to work effectively with CALD consumers under the strategy.

The primary target groups are CALD communities and primary health care providers such as general practitioners, nutrition and physical activity workers, and other health service providers. A focus is preventing and managing chronic disease, including primary prevention and primary health care.

Key duties & responsibilities:

The position has a State-wide brief and includes these specific tasks:

- Guide the integrity of the CALD chronic disease program through its development, production and delivery.
- Liaison and networking with target groups, communities, agencies and networks - for example, the Queensland Division of General Practice, the Combined Health Agency Group, and the Queensland Aboriginal and Islander Health Council - to heighten awareness of the Chronic Disease strategy.
- Coordinate and supervise train-the-trainer programs for bilingual educators within community groups identified as in greatest need.



- Manage cross-cultural understanding and awareness activities which facilitate linking ethnic agencies or target groups with professional health care providers.
- Strengthen ethnic health networks and attend meetings, seminars, and workshops to lobby for the health needs of CALD people.
- Assist with recruitment and supervise program staff.
- Write evaluation, management, and progress reports.
- Develop, update and distribute translated resource and education material, including training manuals, promoting health awareness and chronic disease self management strategies and methods.
- Identify and prepare funding submissions for health-related projects compatible with the Chronic Diseases strategy.

Selection Criteria:

1. A good understanding of the issues affecting CALD and non-English speaking people in Queensland and experience in working with CALD people.
2. Understanding and knowledge of CALD health issues, particularly with regard to chronic diseases, health-related lifestyle issues, health education and prevention strategies and policies, and self management practices.
3. Experience in managing community-based projects.
4. Good communication skills, including cross-cultural communication experience.
5. Ability to provide leadership for, and manage, a project team.
6. Relevant health-related tertiary qualifications would be an advantage as would proficiency in Microsoft Word, PowerPoint and Outlook Express.

Applications

Your:

- cover letter
- written application addressing the selection criteria.
- resume
- contact details for three professional referees.

Should be mailed to:

The Executive Manager
ECCQ
PO Box 5916
West End
4101

or emailed to: manager@eccq.com.au