

# Burnett Foundation Aotearoa

## POSITION DESCRIPTION

Employee	
Position	Senior Services and Outreach Coordinator
Employment Basis	Permanent, Full Time (37.5 hours per week)
Location	National Office and Burnett Centre, 35 Hargreaves St, Ponsonby, Auckland
Reporting to	Services and Outreach Manager
Team Purpose	<p>The Services and Outreach Team contributes to Burnett Foundation Aotearoa’s work in the areas of developing individual skills, building the strength of communities, and enhancing the capacity of the health workforce to meet the needs of those we serve.</p> <p>The team achieves this through the provision of HIV and STI testing and support, counselling services, peer-led group programmes and education. We deliver programmes and services from the Burnett Centre and our Āwhina (Wellington) and Te Toka (Christchurch) offices. We also partner with likeminded organisations to maximise the impact of our work.</p>
Direct Reports	N/A
Key Internal Relationships	<ul style="list-style-type: none"> <li>• Services and Outreach Manager and Assistant Manager</li> <li>• Services and Outreach Team</li> <li>• Marketing, Communications and Fundraising Team</li> <li>• Policy and Science Team</li> <li>• Burnett Foundation Management Team</li> <li>• Marketing and Engagement Specialist</li> </ul>
Key External Relationships	<p>Key organisations and individuals relevant to Burnett Foundation Aotearoa’s goals in the areas of service and outreach. This includes:</p> <ul style="list-style-type: none"> <li>• DHB sexual health and infectious diseases services, GPs and primary care providers</li> <li>• Gay community venue owners and groups</li> <li>• Other organisations, individuals or groups working to improve HIV, sexual health or rainbow health</li> <li>• Communities affected by HIV, especially gay, bisexual and other men who have sex with men (GBM) and people living with HIV (PLHIV)</li> <li>• Health education providers including universities and other health service education providers working for example in aged care or youth programmes</li> <li>• Iwi, hapū and kaupapa Māori organisations providing health services</li> </ul>
Role Purpose	<p>The Senior Services and Outreach Coordinator will:</p> <ul style="list-style-type: none"> <li>• Lead the development and implementation of key projects and programmes within the Services and Outreach team.</li> </ul> <p><i>Key programmes areas may include education, group programmes, service promotion or testing. Responsibility for leading various programmes will be split across the three Senior Services and Outreach Coordinators at a national level and will be determined by the Services and Outreach Managers. These</i></p>

	<p><i>programme areas will be aligned with the Burnett Foundation Aotearoa strategy and will be developed on an on-going basis.</i></p> <ul style="list-style-type: none"> <li>• Provide peer HIV &amp; STI testing services, remote support to clients self-testing for HIV and peer advice / information in response to client queries.</li> <li>• Provide and develop Burnett Foundation Aotearoa education offerings and deliver key education messages to communities, stakeholders and healthcare workers in a range of settings.</li> <li>• Support the delivery of group programmes that provide social connection or support participants to develop personal skills.</li> <li>• Coordinate with community venues and other organisations to increase reach of Burnett Foundation Aotearoa services, education messages and posters/collateral.</li> <li>• Working with existing, and developing new, key stakeholders in the Auckland region, Upper and Mid-North Island including iwi, hapū and Kaupapa Māori organisations to promote access to Burnett Foundation Aotearoa services.</li> </ul>
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<p><b>Who we are</b></p> <p>Burnett Foundation Aotearoa (formerly New Zealand AIDS Foundation) has been at the forefront of the community response to HIV in Aotearoa for more than 35 years, a history we're very proud of. <i>Kia whakatōmuri te haere whakamua – I walk backwards into the future with my eyes fixed on my past.</i></p> <p>Through our community engagement, behaviour-change marketing campaigns, and testing and therapeutic support services, we reach people across the country.</p> <p>With the same passion and commitment as those who came before us, we are still mobilising and empowering communities. Our vision is an Aotearoa with zero HIV transmission, where all people living with HIV thrive, and rainbow and takatāpui communities enjoy great sexual health.</p> <p>As a registered charity, our work is made possible through funding from the Ministry of Health, passionate trust foundations and donations from like-minded individuals who share our vision.</p>
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## Key Areas of Responsibility and Ownership

<p><b>Programme Leadership</b></p> <ul style="list-style-type: none"> <li>• Develop, implement and evaluate key projects and programmes within the Services and Outreach team annual plan. Champion effective planning and evaluation processes to ensure actions are well informed.</li> <li>• Actively contribute to the development of the team annual plan, other planning processes and team meetings.</li> <li>• Support the Services and Outreach Manager in maintaining and developing key external relationships that support our projects and programmes.</li> <li>• Mentor and supervise staff to support high-quality services delivery and programme success.</li> <li>• Act for manager during absence when feasible, appropriate and agreed.</li> <li>• Lead engagement with local iwi, hapū and kaupapa Māori organisations providing health services.</li> <li>• Communicate and engage with existing stakeholders and actively seek opportunities to work with new stakeholders.</li> </ul>
<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Provide HIV &amp; STI testing services in diverse settings (Burnett Foundation Aotearoa health centre, outreach testing events, sex-on-site venues) in accordance with Burnett Foundation Aotearoa's standard operating procedures, including risk assessment and post-test guidance.</li> <li>• Provide remote support to clients self-testing for HIV and peer advice / information in response to client queries.</li> <li>• Maintain excellent clinical documentation in the services database and protect data in accordance with Burnett Foundation Aotearoa's data protection guidelines.</li> <li>• Maintain a high level of professionalism when delivering services that maintains confidentiality and ensures that appropriate boundaries are always managed.</li> </ul>

<ul style="list-style-type: none"> <li>• Provide administrative cover as needed, including answering phone calls, welcoming clients, preparing clients for consultation and processing HIV, STI, condoms and collateral orders.</li> </ul>
<b>Education and other programmes</b>
<ul style="list-style-type: none"> <li>• Develop and deliver education, across a range of settings, for key communities and the health workforce.</li> <li>• Support the delivery of agreed peer group programmes as required.</li> <li>• In coordination with Marketing and Engagement Specialist, support Burnett Foundation Aotearoa’s presence or activations at agreed events.</li> </ul>
<b>Relationships and Partnership</b>
<ul style="list-style-type: none"> <li>• Hold relationships with individuals, venue operators, and agencies that support the implementation of Burnett Foundation Aotearoa’s services and outreach activities, including outreach testing.</li> <li>• Ensure key community venues have sufficient stock of condoms and other resources, posters etc</li> </ul>
<b>Self-Development</b>
<ul style="list-style-type: none"> <li>• Through Burnett Foundation Aotearoa’s Performance Review process, establish personal/professional development needs/goals that support success in the role of Senior Service and Outreach Coordinator.</li> <li>• Maintain familiarity with relevant evidence and best-practise in HIV prevention and health promotion.</li> </ul>
<b>Health &amp; safety and Wellbeing</b>
<ul style="list-style-type: none"> <li>• Proactively support the creation of a positive health and safety culture at Burnett Foundation Aotearoa.</li> <li>• Ensure a clear understanding and knowledge of health and safety policies and procedures.</li> <li>• Ensure a clear understanding of the hazards and control measures associated with daily operations at Burnett Foundation Aotearoa.</li> <li>• Contribute to a positive and inclusive work environment, one that respects each other and values diversity.</li> </ul>
<b>Any other reasonable task which is consistent with the overall purpose of the position.</b>

<b>Skills, Experience &amp; Qualifications.</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Experience leading the development and implementation of health service or health promotion projects.</li> <li>• Experience working with, understanding of, or commitment to, gay and bisexual men, men who have sex with men, rainbow communities and Takatāpui.</li> <li>• Experience in customer service with a strong client-centred approach.</li> <li>• Ability to work and communicate effectively with the diverse groups impacted by HIV in New Zealand.</li> <li>• Ability to consistently adhere to the principles of confidentiality and ethical practice within a health setting.</li> <li>• High level of attention to detail regarding entering client data or creating database records.</li> <li>• Experience holding key relationships with stakeholders to support programmes and activities.</li> <li>• Self-motivated and able equally as effectively in a team environment or independently.</li> <li>• Ability to prioritise work effectively, manage changing and conflicting demands and expectations.</li> <li>• Continuous commitment to developing individual and team Māori capability and capacity.</li> <li>• Professional approach to sexuality and sexual issues.</li> </ul>
<b>Preferred</b>	<ul style="list-style-type: none"> <li>• Knowledge of HIV, sexual health issues and specific health issues facing men who have sex with men in New Zealand.</li> <li>• Lived experience in one or more of Burnett Foundation Aotearoa’s priority populations (men who have sex with men, people living with HIV, Māori, people from high HIV prevalence countries).</li> <li>• Previous experience in HIV prevention work</li> <li>• Knowledge and/or experience of the not-for-profit sector.</li> </ul>
<b>Technical / Practical</b>	<ul style="list-style-type: none"> <li>• Ability to work flexible hours including nights and weekends.</li> <li>• Understanding and ability to manage personal/professional boundaries.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent oral and written skills in English.</li> <li>• Excellent computer skills including Microsoft Office programmes.</li> </ul>
Cultural Responsiveness	We welcome applications from prospective employees who already have some knowledge of Tikanga Māori and Te Reo Māori. It is essential that all employees demonstrate willingness to learning in these areas.
Qualifications	<p>A tertiary qualification or technical training in at least one of: Health Promotion, Project Management, Population/Public Health, Community Work, Community Development or Allied Health.</p> <p>Equivalent work experience may be considered in lieu of a qualification.</p>

**Position Description Acceptance**

I \_\_\_\_\_ (employee) \_\_\_\_\_ (date)

have read and agree to accept and work by the above Position Description.

I \_\_\_\_\_ (manager) \_\_\_\_\_ (date)

agree that this Position Description is accurate and current.