



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	608158
Division:	Wheatbelt	Title:	Health Promotion Officer
Branch:	Population Health Unit	Classification:	HSU Level G - 5
Section:	Wheatbelt Aboriginal Health Service	Award/Agreement	WA Health – HSU Award 2006 and Health Services Union – WA Health State Industrial Agreement 2008

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title: Director, Population Health Classification: HSU Level 11 Position No: 607228	↑
Responsible To	Title: Manager, Wheatbelt Aboriginal Health Service Classification: HSU Level 8 Position No: 608155	↑
This position	Title: Health Promotion Officer Classification: HSU Level G - 5 Position No: 608158	↑

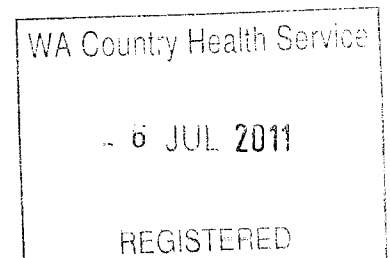
OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<u>Title</u>
Senior Social Worker - HSU P2 – 1.0 FTE
Health Promotion Officer (Tobacco) – HSU G5 – 1.0 FTE
Health Promotion Officer – HSU G3 – 1.0 FTE
Administration Officer – HSU G2 – 1.0 FTE

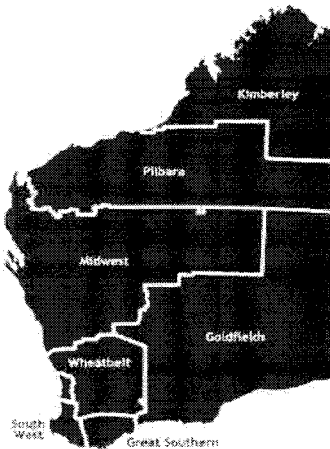
Positions under direct supervision:	← Other positions under control:								
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Position No.</th> <th style="width: 70%;">Title</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">nil</td> <td style="text-align: center;">nil</td> </tr> </tbody> </table>	Position No.	Title	nil	nil	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Category</th> <th style="width: 40%;">Number</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">nil</td> <td style="text-align: center;">nil</td> </tr> </tbody> </table>	Category	Number	nil	nil
Position No.	Title								
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Section 3 – KEY RESPONSIBILITIES

In collaboration with the Manager, Wheatbelt Aboriginal Health Service, key stakeholders and community representatives develops, plans, implements, researches and evaluates health promotion programs for Aboriginal people serviced by the Wheatbelt Aboriginal Health Service.



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The WA Country Health Service (WACHS) is the largest country health system in Australia and one of the biggest in the world, providing health services to approximately half a million people, including 45,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle as many births as the State's major maternity hospital – and as many emergency presentations as Perth metropolitan hospitals combined. The range of health services provided cover population health, mental health, Indigenous health and aged care.

Our dedicated and committed staff work hard to fulfil our purpose *Working together for a healthier country WA*, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE

Working together for a healthier country WA

WHAT WE STAND FOR

- A fair share for country health*** – securing a fair share of resources and being accountable for their use.
- Service delivery according to need*** – Improving across access based on need and improving health outcomes.
- Closing the gap to improve Aboriginal health*** – Improving the health of Aboriginal people.
- Workforce stability and excellence*** – Building a skilled workforce and a supportive workplace.

OUR VALUES

- Community*** - country hospitality, where there is openness, generosity and cooperation. Building healthy and empowered communities and teams, being inclusive, working together, valuing each other and the difference we can all make. A 'can-do' attitude.
- Compassion*** - commitment to caring for others with consideration, appreciation, understanding, empathy, kindness and respect. Listening and being heard.
- Quality*** - always striving to provide the best possible care and service through questioning and review, high standards, innovation, creativity, learning and improving. All of us being part of the solution.
- Integrity*** - building trust based on openness, honesty, accountability and valuing and respecting others opinions and points of view. Demonstrating the values. Respectful communication and relationship building. Being mindful of the legacy we hand on to future staff and communities.
- Justice*** - achieving equity and fairness, showing cultural respect, valuing and embracing diversity and respecting confidentiality. Treating everyone equally. Speaking up when there is injustice. ~~Transparency.~~

WA Country Health Service
 6 JUL 2011
 REGISTERED
 Effective date of document
 July 2011

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Section 4 – STATEMENT OF DUTIES

Duty #	Details	Freq	%
1	HEALTH PROMOTION PLANNING AND PROGRAM MANAGEMENT		60
1.1	In collaboration with the Manager, Wheatbelt Aboriginal Health Service, key stakeholders and community representatives (using evidenced based sound theory) develops, plans, implements, researches and evaluates health promotion programs for Aboriginal people serviced by the Wheatbelt Aboriginal Health Service.	D	
1.2	Considers population diversity and health inequality and applies culturally-relevant and ethical approaches based on cultural respect frameworks when planning, implementing and evaluating health promotion strategies.	R	
1.3	Establishes positive relationships, trust and communication, providing opportunities for all Aboriginal people living in the Wheatbelt to participate in health promotion activities.	D	
1.4	Leads, organises and delivers health promotion activities in conjunction with Aboriginal health teams across the Wheatbelt.	D	
1.5	Develops and coordinates appropriate program support materials.	R	
1.6	Manages health promotion interventions and strategies with quality, timeliness and within budget.	D	
1.7	Prepares and writes reports, grants, funding applications and project plans.	R	
1.8	Conducts needs assessment in collaboration with key stakeholders and community members.	R	
1.9	Analyses and interprets epidemiological information and other data to identify service gaps, need and demand in collaboration with the Wheatbelt Public Health Unit.	R	
1.10	Maintains relevant evaluation documentation, including completion of designated evaluation tools.	R	
1.11	Utilises relevant literature and research findings to improve evidence based practice.	R	
2	LIAISON, ADVOCACY AND PARTNERSHIPS		20
2.1	Identifies partners, liaises and consults with key stakeholders both within and outside the health sector who can contribute towards the enhancement of successful health promotion strategies.	R	
2.2	Develops and supports local effective partnerships with key stakeholders, relevant government and non government organisations to plan and implement sustainable health promotion strategies programs through collaborative action.	R	
2.3	Represents Wheatbelt Population Health on working parties, committees and conferences, maintaining effective working relationships at all times.	R	
2.4	Represents the health service with the local media, where relevant.	O	
2.5	Works as part of a team, participating in multidisciplinary team meetings.	R	
2.6	Advocates for healthy public policies and services that promote and protect the health and wellbeing of individuals and communities.	R	
3	CAPACITY BUILDING		15
3.1	Develops health promotion skills and capacities of individuals, groups and organisations, by identifying training needs and contributing to team and organisational learning through the delivery of appropriate training for health professionals and other key stakeholders.	R	
3.2	Facilitates continuing professional development and education for both inter-government, non-government and own organisation sectors to advance health promotion goals.	R	
4	OTHER		5
4.1	Provides supervision and mentoring for volunteers and students, working in Wheatbelt Aboriginal Health Service.	O	
4.2	Participates in own performance development program in collaboration with the Manager, Wheatbelt Aboriginal Health Service.	A	
4.3	Participates in continuing education of self, keeping abreast of national and international developments in health promotion, seeking opportunities to improve professional, leadership and managerial skills.	R	
4.4	Participates in other program activities and duties as negotiated with the Manager, Wheatbelt Aboriginal Health Service.	O	

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the WACHS values and the highest achievement in demonstrating positive commitment to Equal Employment Opportunity, Occupational Safety & Health, Public Sector Standards, Code of Conduct, Code of Ethics, Quality Improvement, Performance Management, Customer Focus, Disability Services Act and Confidentiality throughout the course of their duties.

ORGANISATION CONTACTS

Will the occupant of this position be required to communicate with positions outside the normal reporting lines?

1. Internal to the organisation? Yes 2011
2. External to the organisation? Yes D

FREQUENCY: D – Daily R – Regularly W – Weekly O – Occasionally

REGISTERED

