



HCN Registered August 2014

## Aboriginal Health Promotion Officer - Female

**WA Health – Health Services Union – PACTS Industrial Agreement; Level G-5**

**Position Number: 112471**

**South Metropolitan Population Health Unit**

**South Metropolitan Health Service**

### Reporting Relationships

Manager Health Promotion & Community Development  
 HSU G9  
 Position Number 002884



Health Promotion Coordinator Bentley  
 HSU G7  
 Position Number 110975



**This Position**



Reporting to this position: Nil

Also reporting to this supervisor:

- Senior Health Promotion Officer; Level G6; 1.00 FTE
- Health Promotion Officer; Level G5; 1.00 FTE
- Dietician; HSU3/5; 0.4 FTE
- Secretary; Level G2; 1.00 FTE

### Key Responsibilities

Liases, advocates and negotiates with Aboriginal communities, other organisations and health professionals to plan, implement and evaluate population health programs for Aboriginal youth aged 16 – 24 yrs across the south metropolitan area. Works in the Health Promotion team to provide culturally appropriate healthy lifestyle initiatives.

## Brief Summary of Duties (in order of importance)

### 1. Program Delivery

- Develops, implements and evaluates healthy lifestyle initiatives in response to Aboriginal youth needs. and in consultation with Aboriginal community and service providers.
- Assists in accessing and distributing health promotion information and resources
- Ensures population health programs are consistent with the needs of the Aboriginal community and where appropriate reflect state and national priorities in Aboriginal health.

### 2. Community Engagement

- Encourages community involvement and utilises existing networks and resources to promote community ownership of health programs.
- Works with health promotion team to develop the health promotion capacity of health services and other organisations...
- Promotes, develops and maintains effective liaison with relevant Aboriginal groups, local service providers and external organisations (government and non-government).
- Assists in preparing funding submissions for Aboriginal youth health promotion projects, within health service policy and guidelines.
- Maintains effective partnerships with local service providers and the community.

### 3. Research & Evaluation

- Assist in conducting Aboriginal youth health needs assessments to provide base line data for priority setting within programs.
- Prepares, implements and documents appropriate evaluation strategies as required to ensure evaluation is conducted for all programs and projects.

### SMHS Duties

- Performs duties in accordance with the relevant Occupational Safety and Health and Equal Opportunity Legislation and WA Health Code of Conduct.
- Performs duties in accordance with Government, WA Health, South Metropolitan Health Service and Departmental / Program Specific Policies and Procedures.
- Participates in a continuous process to monitor, evaluate and develop services and performance.
- Undertakes other duties as directed

## Work Related Requirements

### Essential Selection Criteria

1. An Aboriginal Female (under section 27(2) and 50(d) of the Equal Employment Opportunities Act 1984).
2. Ability to communicate effectively with Aboriginal youth and a wide variety of Aboriginal and non-Aboriginal people including public speaking.
3. Effective interpersonal skills including negotiation, conflict resolution and advocacy.
4. Ability to work independently and as part of a team.
5. Experience in planning, implementing and evaluating programs with Aboriginal communities.
6. Knowledge and understanding of Aboriginal culture and issues that impact on the health of young Aboriginal people and the Aboriginal community.
7. Current "C" or "C.A." class drivers licence.

### Desirable Selection Criteria

1. Possession of or progress toward a tertiary qualification in a related field.
2. Personal computer skills.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- An Aboriginal Female (under section 27(2) and 50(d) of the Equal Employment Opportunities Act 1984)
- Working With Children (WWC) Check, compulsory check for people who carry out child-related work in Western Australia.
- Completion of 100 point identification check
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Integrity check
- Successful Pre-Employment Health Assessment
- Current "C" or "C.A." class drivers licence.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

..... <b>Manager / Supervisor Name</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>
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..... <b>Dept. / Division Head Name</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>
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As Occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

..... <b>Occupant Name</b>	..... <b>Signature or</b>	..... <b>HE Number</b>	..... <b>Date</b>
..... <b>Effective Date</b>			

**HCN Registration Details** (to be completed by HCN)

<b>Created on</b> 06/08/14	<b>Last Updated on</b> 06/08/14
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