

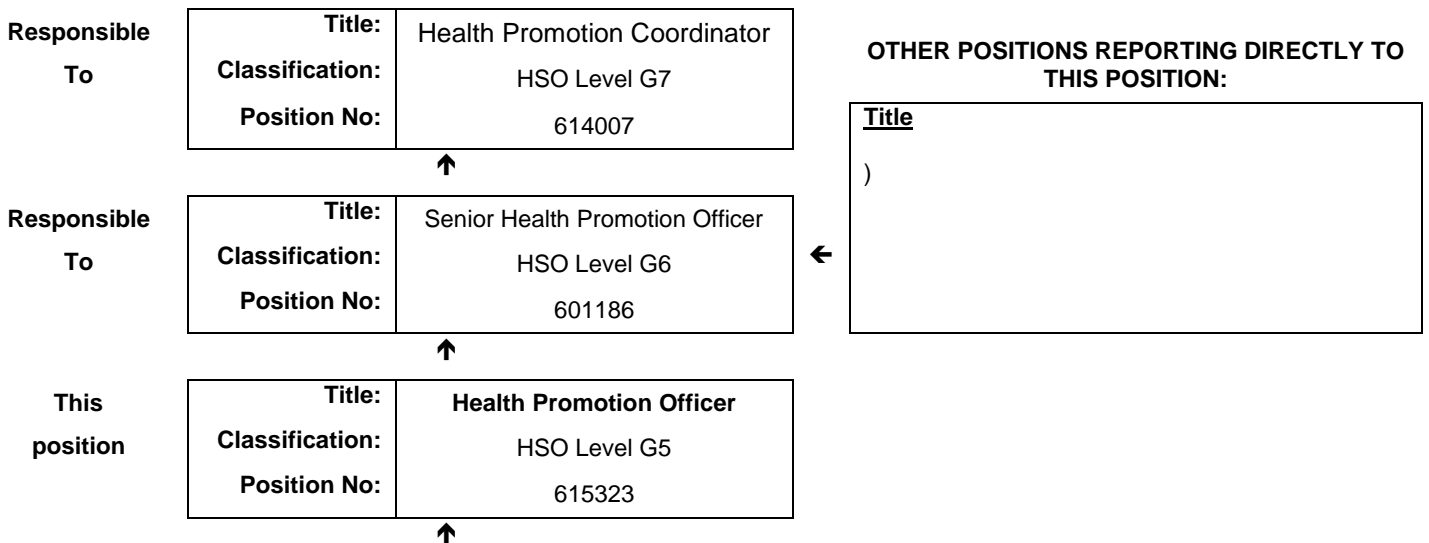


JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	615323
Division:	Population Health	Title:	Health Promotion Officer
Branch:	Kalgoorlie	Classification:	HSO Level G5
Section:	Health Promotion	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS



Positions under direct supervision:	← Other positions under control:				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Position No.</td> <td style="width: 50%;">Title</td> </tr> </table>	Position No.	Title	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Category</td> <td style="width: 50%;">Number</td> </tr> </table>	Category	Number
Position No.	Title				
Category	Number				

Section 3 – KEY RESPONSIBILITIES

In collaboration with key stakeholders and the management, develops, plans, implements and evaluates culturally appropriate health promotion programs within the Goldfields region to address local, state and commonwealth population health priorities.

WA Country Health Service – GOLDFIELDS

7 November 2016

REGISTERED
Job Description Form

TITLE	Health Promotion Officer	POSITION NO	615323
		CLASSIFICATION	HSO Level G5



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

To improve, promote and protect the health of country Western Australians.

WHAT WE STAND FOR

- Quality health services for all.
- Improving the health of Aboriginal people and those most in need.
- A fair share for country health.
- Supporting our team – workforce excellence and stability.

OUR VALUES

- Community** – making a difference through teamwork, generosity and country hospitality.
- Compassion** – listening and caring with empathy and dignity.
- Quality** – creating a quality health care experience for every consumer.
- Integrity** – accountability, honesty and professional, ethical conduct in all that we do.
- Justice** – valuing diversity with a fair share for all.

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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	PROGRAM DEVELOPMENT, IMPLEMENTATION AND EVALUATION	D	55
1.1	Participates in strategic and operational planning processes that impact on health promotion, as appropriate.		
1.2	Plans, develops, implements and evaluates sustainable population based health promotion activities and programs in collaboration with the line manager and key stakeholders.		
1.3	Utilises relevant literature and community/stakeholder feedback to improve evidence based practice, assess community needs and identify service gaps and inform health promotion activities within the Goldfields region.		
1.4	Assists organisations and community groups to plan, develop, implement and evaluate health promotion programs.		
1.5	Supports the work of others involved in regional and state wide population health programs.		
1.6	Responds to requests for information and assists in the development of education, resources and promotional strategies for health promotion activities and programs.		
1.7	Provides regular reports on health promotion activities and programs to management, other staff members, key stakeholders and the community as required.		
1.8	Prepares funding submissions and health promotion research proposals in consultation with senior staff, key organisations and community groups.		
1.9	Support local implementation of DOH state-wide health promotion campaigns in line with WA Health Promotion Strategic Framework 2012-2016.		
2.0	CAPACITY BUILDING AND ADVOCACY	D	20
2.1	Conducts education and training sessions relating to planning, implementation and evaluation of health promotion programs for health and other professionals, community agencies and other relevant organisations.		
2.2	Organises workshops, community meetings and presents education sessions, seminars, and conference papers.		
2.3	Prepares publicity / media materials and assists with publicising designated health promotion issues and programs, as required.		
2.4	Acts as an advocate for local population health issues, in consultation with management.		
3.0	LIAISON AND PARTNERSHIPS	D	20
3.1	Liaises, collaborates, builds and maintains effective partnerships with health, education and community agencies and other key stakeholders in the promotion of health within the Goldfields region.		
3.2	Represents Population Health Goldfields on health promotion program committees, local committees and related working groups.		
3.3	Develops and maintains links with regional and state service providers to support the provision of coordinated health promotion initiatives.		
4.0	OTHER	R	5
4.1	Positively participates and promotes the multi-disciplinary team approach within the region.		
4.2	Participates in quality improvement activities.		
4.3	Participates in performance development and undertakes appropriate professional development activities.		
4.4	Other duties as directed.		
	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.		

Frequency: D - Daily, W - Weekly, F - Fortnightly, R - Regularly, O - Occasionally, A - Annually

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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated and applied understanding of health promotion principles and strategies including needs assessments.
2. Demonstrated experience in developing, planning, implementing and evaluating health promotion programs.
3. Demonstrated interpersonal skills and ability to work collaboratively with stakeholders and local communities.
4. Sound computer literacy skills and demonstrated ability to use programs such as Microsoft Word, Outlook, Excel and PowerPoint to present relevant population health information.
5. Demonstrated ability to work within a multi-disciplinary team and as an individual within a team.
6. Well-developed written and verbal communication skills including consultation, liaison, negotiation and report writing skills.
7. Current WA C or C-A Class driver's licence and ability to travel within the region.

DESIRABLE

1. A tertiary qualification in a health promotion or a health, education or social science related discipline.
2. Understanding of factors that affect the health status of people living in rural and remote areas.
3. Current knowledge and commitment to Equal Opportunity and Occupational Safety and Health in all aspects of employment and service delivery.

Section 6 – APPOINTMENT FACTORS

Location	Kalgoorlie	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • This position is subject to a successful Criminal Record Screening and a Working with Children (WWC) Check • Successful Pre- Placement Health Screening clearance • Current WA C or C-A Class drivers licence with an ability to travel within the Region Allowances <ul style="list-style-type: none"> • District Allowance as applicable 		
Specialised equipment operated			

Section 7 – CERTIFICATION

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

Signature and Date: ____/____/____
Director Population Health

Signature and Date: ____/____/____
Regional Director

As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date Signed

