



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

Goldfields		Position No:	614007
Division:	Kalgoorlie	Title:	Health Promotion Coordinator
Branch:	Population Health	Classification:	HSO Level G7
Section:	Health Promotion	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Director Population Health
	Classification:	HSO Level G11
	Position No:	601201



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
601487 – Health Promotion Officer/Aboriginal Community Development
613693 – Clinical Nurse Manager – Public Health

Responsible To	Title:	Consultant - Public Health Medicine
	Classification:	MP Year 1 - 9
	Position No:	607971



This position	Title:	Health Promotion Coordinator
	Classification:	HSO Level G7
	Position No:	614007



Positions under direct supervision:			← Other positions under control:	
Position No.	Title	FTE	Category	Number
601908	Senior Health Promotion Officer	1.00		
601910	Health Promotion Officer	1.00		
613643	Aboriginal Community Alcohol/Drugs Worker	1.00		

Section 3 – KEY RESPONSIBILITIES

This position manages the planning, development, implementation and evaluation of specific Health Promotion Programs within the Goldfields region.

**WA Country Health Service –
 GOLDFIELDS**

12 June 2018

**REGISTERED
 Job Description Form**

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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 over half a million people, including over 50,000 Aboriginal people, over a vast two and a half million square kilometres area.

WA Country Health Service hospitals handle almost as many births as the State’s major maternity hospital – and 40% of the State’s emergency presentations. The range of health services provided include acute inpatient and emergency care, population and public health, mental health, Aboriginal health, aged care and includes increasing number of services provided by telehealth video-conferencing.

Our dedicated and committed staff work hard to fulfil our vision of Healthier country communities through partnerships and innovation, to deliver health services that support the health and well-being of individuals and communities in rural and remote Western Australia.

OUR PURPOSE – What we are here to do

WACHS improves country people’s health and well-being through access to quality services and by supporting people to look after their own health.

OUR STRATEGIC DIRECTIONS TO 2018

1. Improving health the experience of care
2. Valuing consumers, staff and partnerships
3. Governance, performance and sustainable services

OUR GUIDING PRINCIPLES

Consumers first in all we do Safe, high quality services and information at all times

Care closer to home where safe and viable. Evidence based services

Partnerships and collaboration

OUR VALUES

Community – making a difference through teamwork, cooperation, a ‘can do’ attitude and country hospitality.

Compassion – listening and caring with empathy, respect, courtesy and kindness.

Quality – creating a quality health care experience for every consumer, continual improvement, innovation and learning.

Integrity – accountability, honesty and professional, ethical conduct in all that we do.

Justice – valuing diversity, achieving health equality, cultural respect and a fair share for all.

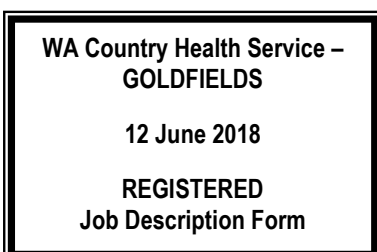
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Section 4 – STATEMENT OF DUTIES

Duty No	Details	Freq	%
1.0	PROJECT PLANNING AND DELIVERY		
1.1	Provides leadership and direction in the development, delivery and evaluation of population health programs to the communities serviced by Goldfields Population Health.		
1.2	Provides specific health promotion program delivery and portfolio work in accordance with regional health promotion operational plan.		
1.3	Works through a capacity building model to identify and develop strategies to address environmental and structural determinants of health.		
1.4	Develops strategic health promotion plans for the WACHS – Goldfields, Population Health.		
1.5	Monitors and updates the health status and profile of the Goldfields population using relevant data sources.		
1.6	Identifies priority health issues and high risk groups requiring specific programs.		
1.7	Implements population health program plans which target identified priority areas and high risk groups within agreed timelines, budget and quality.		
1.8	Prepares funding applications for the development of new programs to address priority health issues.		
1.9	Provides line management, mentoring and guidance to staff delivering population health programs and population health workforce development across the Goldfields.		
2.0	ADVOCACY		
2.1	Works with health services and community members to build their capacity in development of effective population health strategies.		
2.2	Advises Managers and other key stakeholder and writes and disseminates documents on issues relevant to population health.		
2.3	Advises and assists health service providers to improve the level and quality population health programs.		
2.4	Monitors the implementation of relevant policies and assesses their impact.		
2.5	Acts as a population health advocate to professional audiences utilising a variety of media. This includes seminars, media reports and interviews, conference presentations, brochures and reports.		
3.0	LIAISON & PARTNERSHIPS		
3.1	Liaises and consults with key stakeholders, including personnel, community groups, local government authorities and other government and non-government agencies on population health.		
3.2	Maintains effective partnerships and networks with relevant health service providers, including the private sector.		
3.3	Build partnerships and capacity within the community and amongst partner agencies to plan and implement strategies to increase community participation in population health.		
3.4	Represents the Goldfields Population Health on working parties, committees and conferences.		
3.5	Maintains an effective working relationship with other government departments and service providers.		

Section 4 – STATEMENT OF DUTIES continued next page



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Section 4 – STATEMENT OF DUTIES (continued)

4.0	CAPACITY BUILDING		
4.1	Coordinates a planned approach to training and development of population health officers in the Goldfields region.		
4.2	Presents at seminars and training sessions as appropriate.		
4.3	Provides mentoring and guidance to population health staff working within the Primary Health Teams and in other government and non-government agencies.		
4.4	Facilitates the effective functioning of health professionals and students in the Goldfields through appropriate support, mentoring, reflective practice, clinical/professional reasoning, performance development and staff development (training /education).		
5.0	RESEARCH		
5.1	Ensures Goldfields health promotion programs have sound evidence base and are evaluated according to outcome indicators established at national, state and local level.		
5.2	Monitors and reports on trends in health risk factors and prevalence and the incidence of relevant health conditions in the Goldfields.		
5.3	Initiates and coordinates research relevant to improving knowledge of practice in the region. Monitor programs and ensures that all activities are documented and where possible evaluated.		
5.4	Works with health service providers and community members to evaluate activities and adjusts them according to health outcomes and community input.		
5.5	Act as a resource for regional personnel for routinely collected data on relevant issues.		
6.0	TEAM PARTICIPATION AND ADMINISTRATION		
6.1	Positively participates in, and promotes the team management concept within Goldfields Population Health.		
6.2	Responsible for the development of articles on population health issues for health service newsletters.		
6.3	Maintains relevant program and service documentation.		
6.4	Provides regular reports as required to the Director Population Health.		
6.5	Assist in the development / enhancement of accurate monitoring systems for health promotion programs in the region.		
7.0	OTHER		
7.1	Participates in own performance development program with the Director Population Health.		
7.2	Participates in continuing education of self, including professional, leadership and managerial skill development.		
7.3	Provides recognised expert knowledge and services in the area of population health.		
7.4	Acts as a resource to all disciplines.		
7.5	Other program activities and duties as negotiated with the Director Population Health.		
	The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest achievement level in 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, M - Monthly, R - Regularly, O - Occasionally, A - Annually



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Section 5 – SELECTION CRITERIA

ESSENTIAL

1. Demonstrated substantial health promotion experience, including the planning, development, implementation and evaluation of population health activities across a range of health priority areas and which are based on a sound knowledge of public health theory.
2. Demonstrated leadership and management skills including human resource and financial management using well developed conceptual, analytical and problem solving skills.
3. Demonstrated high level written and verbal communication skills including report writing, grant submissions and presentation skills and high level interpersonal skills including liaison and negotiation skills.
4. Demonstrated computer literacy and an ability to utilise information systems in a range of scenarios including needs assessments and evaluation.
5. Current knowledge and commitment to Equal Opportunity, Disability Services and Occupational Safety and Health in all aspects of employment and service delivery.
6. Demonstrated ability and experience working with Aboriginal and Torres Strait Islander people.
7. Possession of a current WA C or C-A class driver's licence or equivalent and ability to travel within the region including overnights stays as required.

DESIRABLE

1. Tertiary qualification in a health promotion related discipline and/or post graduate qualifications.
2. Demonstrated knowledge of health policy driving population health service delivery in Western Australia

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 • Successful Criminal Record Screening clearance • Successful Pre- Placement Health Screening clearance • Current WA C – C-A Class drivers licence or equivalent Allowances <ul style="list-style-type: none"> • District Allowance as applicable • Annual Leave Travel Concession 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

