



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	613724
Division:	Wheatbelt	Title:	Health Promotion Coordinator
Branch:	Population Health Unit	Classification:	HSO G-7
Section:	Wheatbelt Public Health Unit	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	<b>Title:</b> Director, Population Health <b>Classification:</b> HSO G-11 <b>Position No:</b> 607228
	↑
Responsible To	<b>Title:</b> Manager, Wheatbelt Public Health Unit <b>Classification:</b> HSO G-8 <b>Position No:</b> 607727
	↑
This position	<b>Title:</b> Health Promotion Coordinator <b>Classification:</b> HSO G-7 <b>Position No:</b> 613724
	↑

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

<b>Title</b>
607787-Senior Health Promotion Officer HSO G-6
607729-Aboriginal Health Coordinator HSO G-6
607033-Chronic Disease Coordinator HSO G-6
607451-Customer Service Officer HSO G-2
615268-Clinical Nurse Specialist – Community Health RN SRN 2
607667 Senior Dietitian HSO P-2
Public Health Nurse SRN L2
Project Officer HSO G-3

Positions under direct supervision: Nil.			← Other positions under control:	
Position No.	Title	FTE	Category	Number
607787	Senior Health Promotion Officer HSO G-6	2.0		
607165	Health Promotion Officer HSO G5	1.0		

Section 3 – KEY RESPONSIBILITIES

- Coordinates planning, implementation and evaluation of health promotion strategies and programs across the Wheatbelt in accordance with national, state and local priorities.

TITLE	Health Promotion Coordinator	POSITION NO	613724
		CLASSIFICATION	HSO G-7



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.

TITLE	Health Promotion Coordinator	POSITION NO	613724
		CLASSIFICATION	HSO G-7

#### Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
<b>1.</b>	<b>PLANNING AND PROGRAM MANAGEMENT</b>		<b>25</b>
1.1	Coordinates the development, delivery and evaluation of population health programs to the communities serviced by the Wheatbelt Public Health Unit.	D	
1.2	Works through a capacity building model to identify and develop strategies to address environmental and structural determinants of health.	D	
1.3	Coordinates the development of strategic health promotion plans for the WACHS - Wheatbelt, Wheatbelt Population Health Unit and the Wheatbelt Public Health Unit.	A	
1.4	Monitors and updates the health status and profile of the Wheatbelt population using relevant data sources.	A	
1.5	Identifies priority health issues and high risk groups requiring specific programs.	R	
1.6	Supports the implementation of population health program plans which target identified priority areas and high risk groups.	R	
1.7	Coordinates the preparation of funding applications for the development of new programs to address priority health issues.	R	
1.8	Provides line management, mentoring and guidance to staff delivering population health programs and population health workforce development across the Wheatbelt.	R	
<b>2.</b>	<b>ADVOCACY</b>		<b>20</b>
2.1	Works with health services and community members to build their capacity in development of effective population health strategies.	D	
2.2	Advises Managers and other key stakeholder and writes and disseminates documents on issues relevant to population health.	D	
2.3	Advises and assists health service providers to improve the level and quality population health programs.	O	
2.4	Monitors the implementation of relevant policies and assesses their impact.	O	
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.	R	
<b>3.</b>	<b>LIAISON &amp; PARTNERSHIPS</b>		<b>20</b>
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.	R	
3.2	Maintains effective partnerships and networks with relevant health service providers, including the private sector.	R	
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.	O	
3.4	Represents the Wheatbelt Population Health Unit on working parties, committees and conferences.	R	
3.5	Maintains an effective working relationship with other government departments and service providers.	R	
<b>4.</b>	<b>CAPACITY BUILDING</b>		<b>15</b>
4.1	Coordinates a planned approach to training and development of population health officers in the Wheatbelt region.	R	
4.2	Presents at seminars and training sessions as appropriate.	R	
4.3	Provides mentoring and guidance to population health staff working within the Primary Health and Aboriginal Health teams and in other government and non-government agencies.	R	
4.4	Facilitates the effective functioning of health professionals and students in the Wheatbelt through appropriate support, mentoring, reflective practice, clinical/professional reasoning, performance development and staff development (training /education).	R	



Duty No.	Details	Freq.	%
<b>5</b>	<b>MONITORING &amp; EVALUATION</b>		<b>10</b>
5.1	Ensures Wheatbelt health promotion programs have sound evidence base and are evaluated according to outcome indicators established at national, state and local level.	R	
5.2	Monitors and reports on trends in health risk factors and prevalence and the incidence of relevant health conditions in the Wheatbelt.	O	
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.	O	
5.4	Works with health service providers and community members to evaluate activities and adjusts them according to health outcomes and community input.	O	
5.5	Act as a resource for regional personnel for routinely collected data on relevant issues.	D	
<b>6</b>	<b>TEAM PARTICIPATION AND ADMINISTRATION</b>		<b>5</b>
6.1	Positively participates in, and promotes the team management concept within the Wheatbelt Public Health Unit.	R	
6.2	Responsible for the development of articles on population health issues for health service newsletters.	D	
6.3	Maintains relevant program and service documentation.	R	
6.4	Provides regular reports as required to the Manager, Wheatbelt Public Health Unit	O	
6.5	Assist in the development / enhancement of accurate monitoring systems for health promotion programs in the region.	A	
<b>7</b>	<b>OTHER</b>		<b>5</b>
7.1	Participates in own performance development program with the Manager, Wheatbelt Public Health Unit.	R	
7.2	Participates in continuing education of self, including professional, leadership and managerial skill development.	R	
7.3	Provides recognised expert knowledge and services in the area of population health.	R	
7.4	Other program activities and duties as negotiated with the Manager, Wheatbelt Public Health Unit.	O	
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 and Diversity Policy, Prevention of Bullying, Harassment & Discrimination in the Workplace Policy, Occupational Safety & Health, Public Sector Standards, WA Health Code of Conduct, WA Public Sector 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 D
2. External to the organisation? Yes D

FREQUENCY:	D – Daily R – Regularly	W – Weekly O – Occasionally	F – Fortnightly A – Annually
------------	----------------------------	--------------------------------	---------------------------------

<b>TITLE</b>	Health Promotion Coordinator	<b>POSITION NO</b>	613724
		<b>CLASSIFICATION</b>	HSO G-7

## Section 5 – SELECTION CRITERIA

### ESSENTIAL

1. Demonstrated substantial health promotion and project management skills, 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. Demonstrated ability and experience working with Aboriginal people including demonstrated knowledge and understanding of cultural issues and social determinants particularly relating to Aboriginal Health.
6. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.
7. Current 'C' class driver's licence

### DESIRABLE

1. Tertiary qualification in a health 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

<b>Location</b>	Northam	<b>Accommodation</b>	As determined by the WA Country Health Service Policy
<b>Allowances/ Appointment Conditions</b>	Appointment is subject to: <ul style="list-style-type: none"> <li>• Completion of a 100 point identification check</li> <li>• Successful Criminal Record Screening clearance</li> <li>• Successful Pre- Placement Health Screening clearance</li> <li>• Possession of a current C class drivers licence and ability to travel throughout the region</li> </ul>		
<b>Specialised equipment operated</b>		Nil	

## 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:  
**Executive Services**



Signature and Date:  
**Chief Executive Officer**

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