



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	613163
Division:	Wheatbelt	Title:	Health Promotion Officer
Branch:	Population Health	Classification:	HSO G-5
Section:	Western Wheatbelt Primary Health Service	Award/Agreement	Health Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Director Population Health
	Classification:	HSO G-11
	Position No:	607228



Responsible To	Title:	Manager Population Health Western
	Classification:	HSO G-8
	Position No:	607708



This position	Title:	Health Promotion Officer
	Classification:	HSO G-5
	Position No:	613163



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
607621 – Senior Occupational Therapist, HSO P-2
613200 – CN Manager, SRN Level 2
613940 – Senior CHN, SRN Level 2
607569 – Speech Pathologist, HSO P-1
607229 – Community Health Nurse, RN Level 2
613572 – CN Manager, SRN Level 2
607724 – Senior Speech Pathologist, HSO P-2
607938 – Senior Social Worker, HSO P-2
607262 – Occupational Therapist, HSOP-1
614892 – Customer Service Officer, HSO G-2
607260 – Senior Physiotherapist, HSO P-2
607667 – Senior Dietitian, HSO P-2

Positions under direct supervision:	Other positions under control:				
<table border="1"><tr><td>Position No.</td><td>Title</td></tr></table>	Position No.	Title	<table border="1"><tr><td>Category</td><td>Number</td></tr></table>	Category	Number
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Section 3 – KEY RESPONSIBILITIES

In collaboration with the line manager, Wheatbelt Public Health Unit, key stakeholders and community representatives (using evidenced based sound theory) develops, plans, implements, researches and evaluates sustainable health promotion programs to address priority health issues/outcomes.

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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	HEALTH PROMOTION PLANNING AND PROGRAM MANAGEMENT	D	55
1.1	In collaboration with the line manager, Wheatbelt Public Health Unit, key stakeholders and community representatives (using evidenced based sound theory) develops, plans, implements, researches and evaluates sustainable health promotion programs to address priority health issues/outcomes.		
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 population health interventions.		
1.3	Provides support for health service personnel and community representatives in obtaining, organising and using resources to develop, plan, implement and evaluate programs that meet local needs and health service priorities.		
1.4	Critically assesses and applies relevant health promotion theories, models and frameworks to all planning, development, implementation, evaluation and research.		
1.5	Supports local implementation of DOH state-wide health promotion campaigns in line with Wheatbelt health promotion strategic plans.		
1.6	Develops and coordinates appropriate program support materials.		
1.7	Manages health promotion interventions and strategies with quality, timeliness and within budget.		
1.8	Prepares and writes reports, grants, funding applications and project plans.		
1.9	Conducts needs assessment in collaboration with key stakeholders and community members.		
1.10	Analyses and interprets epidemiological information and other data to identify service gaps, need and demand in collaboration with the Wheatbelt Public Health Unit.		
1.11	Maintains relevant evaluation documentation, including completion of designated evaluation tools.		
1.12	Utilises relevant literature and research findings to improve evidence based practice		
2.0	LIAISON AND PARTNERSHIPS	R	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.		
2.2	Develops and supports local effective partnerships with key stakeholders, relevant government and non government organisations to plan and implement sustainable health promotion programs through collaborative action.		
2.3	Represents Wheatbelt Population Health on working parties, committees and conferences, maintaining effective working relationships at all times.		
2.4	Represents the health service with the local media, where relevant.		
2.5	Works as part of a team, participating in multidisciplinary team meetings.		
3.0	ADVOCACY AND POLICY	R	10
3.1	With support and guidance from Wheatbelt Public Health Unit remains aware of national and state priorities and determines how these impact on strategic outcomes of locality health promotion plans.		
3.2	Advocates for healthy public policies and services that promote and protect the health and wellbeing of individuals and communities.		
3.3	Advises and assists health service providers and key stakeholders to consider and improve the level and quality of health promotion intervention.		
4.0	CAPACITY BUILDING	R	10
4.1	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.		
4.2	Facilitates continuing professional development and education for both inter-government, non-government and own organisation sectors to advance health		

	promotion goals.		
5.0	OTHER	O	5
5.1	Provides supervision and mentoring for volunteers and students, working in Western Wheatbelt Primary Health Service.		
5.2	Participates in own performance development program in collaboration with the relevant Line Manager and Wheatbelt Public Health Unit Health Promotion Coordinator.		
5.3	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.		
5.4	Participates in other program activities and duties as negotiated with the Manager, Western Wheatbelt Primary Health Service.		
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.			

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Section 5 – WORK RELATED REQUIREMENTS

ESSENTIAL

1. Demonstrated experience and skills in developing, planning, coordinating, implementing and evaluating health promotion programs, including understanding of health promotion priorities, data collection and analysis, based on a sound knowledge of health promotion theory.
2. Demonstrated sound level of oral communication and interpersonal skills, including consultation, liaison, negotiation and group presentation.
3. Demonstrated sound level of written communication skills, including report and grant writing.
4. Demonstrated ability to work independently and in a multidisciplinary team.
5. Computer literacy that demonstrates the ability to use appropriate technology to collect and analyse relevant health population data and to communicate effectively using Microsoft Word, Outlook, Excel, PowerPoint, Publisher and SPSS programs.
6. Demonstrated knowledge and understanding of the WA Health Aboriginal Cultural Respect Implementation Framework.
7. Current 'C' Class drivers licence and ability to travel throughout the region.

DESIRABLE

1. Tertiary degree qualification in health promotion, public health, education or social science and/or possession of or progress towards tertiary degree or post-graduate qualifications in a related discipline.
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.
3. Knowledge of issues affecting rural health.

Section 6 – APPOINTMENT FACTORS

Location	Moora	Accommodation	As determined by the WA Country Health Service
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Completion of a 100 point identification check • Aged Care Criminal Record Screening • Working With Children Check • Successful Pre- Placement Health Screening clearance • Current 'C' Class drivers licence and ability to travel throughout the region 		
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: _____
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