



## HSS REGISTERED

# Health Promotion Officer

## Health Salaried Officers Agreement: Level G5

Position Number: 602842

Community and Population Health Service

East Metropolitan Health Service

### Reporting Relationships

Manager Health Promotion and Community Development  
HSO Level G8  
Position Number: 602838



Health Promotion Coordinator  
HSO Level 7  
Position Number: 602839



**This Position**



Directly reporting to this position:

**Nil**

Also reporting to this supervisor:

- Health Promotion Officer, HSO Level 5 2.0 FTE Position No: 602840, 602841

### Key Responsibilities

Assists in the planning, implementation and evaluation of health promotion programs. Works to build the capacity of other health professionals and the community to implement health promotion initiative.

## EMHS Vision and Values

### Our Vision

*Healthy people, amazing care.  
Koorda Moort, Moorditj Kwabadak.*

**Healthy people** refers to the commitment we have as an organisation to ensure our staff, patients and the wider community have access to comprehensive healthcare services, in order to maintain healthy lives.

**Amazing care** reflects the sentiment of those consumers accessing our healthcare services from feedback provided to us. This common statement resonates with the health service, and reflects our intentions in our practice and work every day.

As a health service which celebrates diversity of culture and languages, it is also important that our vision is shared in the Noongar language.

### Our Values

Our Values reflect the qualities that we demonstrate to each other and our community every day. Our staff make a difference every day to the patients, families and consumers they provide care, advice and support to. The EMHS values capture the shared responsibility that we uphold as most important, which are:

- **Kindness** – kindness is represented in the support that we give to one another. This is how we demonstrate genuine care and compassion to each and every person.
- **Excellence** – excellence is the result of always striving to do better. This is represented by constant improvements to the way in which we deliver our services, which results in a high performing health service.
- **Respect** – we demonstrate respect through our actions and behaviours. By showing each other respect, in turn we earn respect.
- **Integrity** – integrity is doing the right thing, knowing it is what we do when people aren't looking that is a true reflection of who we are.
- **Collaboration** – collaboration represents working together in partnership to achieve sustainable health care outcomes for our community with a shared understanding of our priorities.
- **Accountability** – together we have a shared responsibility for ensuring the best health care outcomes for our community. This is a reminder that it is not only our actions, but also the actions we do not do, for which we are accountable.

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

### 1. Program Delivery

- 1.1 Assists the Health Promotion Coordinator in the planning, implementing and evaluation of health promotion initiatives.
- 1.2 Assists in the identification of the needs of the local communities.
- 1.3 Assists in accessing and distributing health promotion information and resources supporting national and state priorities.
- 1.4 Networks with government and non-government professionals and community organisations to ensure inter-sectoral support for health promotion initiatives.
- 1.5 Prepares media releases, publications and written reports on health promotion projects.

### 2. Capacity Building

- 2.1 Implements and coordinates workforce development sessions for a range of professionals and community groups.
- 2.2 Maintains knowledge of effective practice in health promotion and community development.
- 2.3 Maintains effective partnerships with local service providers and the community.

### 3. Research and Evaluation

- 3.1 Collects, analyses and disseminates qualitative and quantitative data to assist with the evaluation of priority health promotion programs.

### 4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment
- 4.2 Participates in an annual performance development review.
- 4.3 Supports the delivery of safe consumer experience including participation in continuous quality improvement activities in accordance with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards
- 4.4 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5 Performs duties in accordance with Government, WA Health, East Metropolitan Health Service and Departmental / Program specific policies and procedures.
- 4.6 Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

### 5. Undertakes other duties as directed.

## Work Related Requirements

### Essential Selection Criteria

1. Experience in planning health promotion programs.
2. Knowledge and understanding of health promotion priorities, issues and methods.
3. High level of communication skills including oral communication and report writing.
4. Demonstrated ability to facilitate professional development.
5. Demonstrated Public speaking skills.
6. Ability to work independently and as part of a team.
7. Current "C" or "C.A." class drivers licence

### Desirable Selection Criteria

1. Tertiary qualification in health promotion or public health.
2. Computer skills.
3. Knowledge of Disability Services - Awareness of access to health services that affect the clients of this position.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

### Appointment Prerequisites

Appointment is subject to:

- Evidence of current "C" or "C.A." class drivers licence.
- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.

## Certification

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

|                           |           |    |           |      |
|---------------------------|-----------|----|-----------|------|
| Manager / Supervisor Name | Signature | or | HE Number | Date |
|---------------------------|-----------|----|-----------|------|

|                            |           |    |           |      |
|----------------------------|-----------|----|-----------|------|
| Dept. / Division Head Name | Signature | or | HE Number | Date |
|----------------------------|-----------|----|-----------|------|

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

|                |           |    |           |      |
|----------------|-----------|----|-----------|------|
| Occupant Name  | Signature | or | HE Number | Date |
| Effective Date |           |    |           |      |

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

|            |             |                 |            |
|------------|-------------|-----------------|------------|
| Created on | Insert date | Last Updated on | MARCH 2019 |
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