



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	613929
Division:	Wheatbelt	Title:	Health Promotion Officer
Branch:	Population Health	Classification:	HSO G-5
Section:	Southern Wheatbelt Primary Health Service	Award/Agreement	Hospital Salaried Officers Agreement

Section 2 – POSITION RELATIONSHIPS

Responsible To	Title:	Manager, Southern Wheatbelt Primary Health Service
	Classification:	HSO G-8
	Position No:	005598

OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
007597 Aboriginal Health Worker

Responsible To	Title:	Clinical Nurse Manager
	Classification:	RN Level 2
	Position No:	608160

This position	Title:	Health Promotion Officer
	Classification:	HSO G-5
	Position No:	613929

Positions under direct supervision:	← Other positions under control:								
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Section 3 – KEY RESPONSIBILITIES

In collaboration with the Clinical Nurse Manager – Aboriginal Health, Manager - Southern Wheatbelt Primary Health Service and key stakeholders, plans, implements and evaluates social and emotional wellbeing health promotion programs for Aboriginal men in the Southern Wheatbelt



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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 MISSION

To deliver and advance high quality care for country WA communities

OUR VISION

To be a global leader in rural and remote healthcare

OUR STRATEGIC PRIORITIES

Caring for our patients - Providing safe, patient-centred care, ensuring the needs of our patients are at the core of everything we do

Addressing disadvantage and inequity - Delivering focussed and accessible services for those who need it most

Building healthy, thriving communities - Supporting country people to be as healthy as they can be and continuing to play our part in the economic and social viability of country communities

Delivering value and sustainability - Ensuring that the services we provide are sustainable and we are transparent about our performance

Enabling our staff - Supporting our staff to deliver great care, empowering them to learn, grow, innovate and lead

Leading innovation and technology - Embracing innovation and technology to create a safer, more connected and equitable health system

Collaborating with our partners - Partnering to deliver more integrated services that improve patient outcomes and experience, giving consumers more choice and control

OUR VALUES

Community – We live and work in country communities. We are invested in the health, wellness and viability of country communities and the vibrancy, diversity and future of country WA.

Compassion – We are inclusive, respectful, and considerate. We care deeply about the people in our care and country communities.

Quality – We provide safe, high-quality care, constantly striving to innovate, improve and achieve trust in our care.

Integrity – We bring honesty, collaboration and professionalism to everything that we do.

Equity – We are passionate about fairness in healthcare for all Western Australians, especially the most vulnerable and disadvantaged people and communities.

Curiosity – We continually enquire and seek to understand, using the best evidence, insight and research to improve care.



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Section 4 – STATEMENT OF DUTIES

Duty No.	Details	Freq.	%
1.0	HEALTH PROMOTION AND COMMUNITY DEVELOPMENT		50
1.1	In collaboration with the Clinical Nurse Manager – Aboriginal Health, Manager, Southern Wheatbelt Primary Health Service, health professionals, key stakeholders and community representatives coordinates the planning, implementation and evaluation of health promotion programs in the area of social and emotional wellbeing for Aboriginal men in the Southern Wheatbelt according to program priorities and client needs	R	
1.2	Identifies priority social and emotional wellbeing issues for Aboriginal men in the district in consultation with the community, Wheatbelt Population Health Unit personnel and key stakeholders using a range of data collection and analysis techniques	R	
1.3	Establishes positive relationships, trust and communication, providing opportunities for all Aboriginal men living in the Southern Wheatbelt to participate in determining and addressing social and emotional health needs	R	
1.4	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	R	
1.5	Organises and supports health education activities designed to reduce risk factors for physical and mental health illness in the Aboriginal population	R	
1.6	Works with Aboriginal men individually and in groups to develop, implement and evaluate culturally appropriate social and emotional wellbeing programs that address coexistent issues including alcohol and other drugs, families and relationships, employment, social engagement/participation and chronic disease	R	
1.7	Uses all opportunities to encourage individuals and families to be responsible for their own health	R	
1.8	Prepares draft publicity materials and represents the health service where relevant, in local media and on relevant committees	R	
1.9	Facilitates appropriate education for health service staff	R	
1.10	Evaluates service delivery in relation to program goals and provides written reports when required	O	
1.11	Prepares draft submissions for funding of health promotion activities and develops project plans	R	
1.12	Participates in multidisciplinary team meetings	D	
1.13	Maintains relevant service documentation, including CHIS statistical data collection		
2.0	LIAISON AND ADVOCACY		30
2.1	Acts as an advocate, interpreter and advisor to clients accessing Southern Wheatbelt Primary Health services, Mental Health services, Drug and Alcohol Services, GP and other relevant services providers	D	
2.2	Networks and liaises with service providers, local government, private and community organisations to ensure intersectoral support and coordination of social and emotional health promotion initiatives	D	
2.3	Maintains knowledge of community resources available and supports Aboriginal Men to access these services as appropriate	D	
2.4	Advises Southern Wheatbelt Primary Health Service providers, and relevant service providers and community organisations on culturally safe procedures	R	
2.5	Maintains effective working relationships and communication between the Southern Wheatbelt Primary Health Service and the community and assists in community consultation and engagement in service evaluation and development	D	
3.0	ADMINISTRATION		10
3.1	Provides supervision and mentoring for Health Promotion students and Aboriginal Health Workers, working in the Southern Wheatbelt Primary Health Service	R	
3.2	Provides recognised expert knowledge in the area of Aboriginal Men's social emotional wellbeing and cultural issues	R	
4.0	PROFESSIONAL DEVELOPMENT		5
4.1	Participates in own performance development program with the Clinical Nurse Manager – Aboriginal Health.	A	
4.2	Participates in continuing education of self, including professional, leadership and managerial skill development.	R	
5.0	OTHER		5
5.1	Participates in other program activities and duties as negotiated with the Manager, Southern Wheatbelt Primary Health Service.	O	

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

- Under Section 50(d) and Section 27 of the Equal Opportunity Act 1984, Aboriginality and being male is essential.
- Demonstrated ability and experience working with Aboriginal and Torres Strait Islander people including demonstrated knowledge and understanding of the WA Health Cultural Learning Framework
- Demonstrated experience and skills in developing, implementing and evaluating health promotion programs including understanding of health promotion polices, data collection and analysis, based on a sound knowledge of health promotion theory
- Knowledge of social and emotional wellbeing issues affecting Aboriginal communities in the Wheatbelt region and community resources that may be utilised to address these issues
- Demonstrated high level interpersonal skills and ability to work collaboratively with stakeholders and local communities
- Demonstrated strong written and verbal communication skills, including report, grant submissions and presentation skills
- Demonstrated ability to work independently and in a multidisciplinary team
- Demonstrated computer literacy and an ability to utilise information systems
- Current 'C' Class or 'CA' Class drivers licence

DESIRABLE

- Tertiary degree qualification in health, education or social science and/or possession of or progress towards tertiary degree or post-graduate qualifications in health promotion
- Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

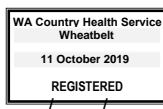
Section 6 – APPOINTMENT FACTORS

Location	Narrogin (SPOP)	Accommodation	As determined by the WA Country Health Service Policy
Allowances/ Appointment Conditions	Appointment is subject to: <ul style="list-style-type: none"> • Provision of the minimum identity proofing requirements • Successful Criminal Record Screening clearance • Successful WA Health Integrity Check • Successful Pre- Placement Health Screening clearance • Aged Care Criminal Record Screening • Working With Children (WWC) Check • Current 'C' or 'CA' Class drivers licence driver's licence and ability to travel within the region as required 		
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

