



## Job Description Form

HSS Registered

### Aboriginal Senior Health Promotion Officer

Health Salaried Officers Agreement: Level 6

Position Number: 00009051

Midwifery Nursing and Patient Support Services

Women and Newborn Health Service

#### Reporting Relationships

Director, Midwifery, Nursing & Patient Support Services

Award Level: HSO Class 1

Position Number: 00006195



Director, Allied Health Services

Award Level: HSO 10

Position Number: 00006150



**This Position**



Also reporting to this supervisor:

- HoD Physiotherapy: PN00006432
- HoD Social Work: PN00006576
- HoD Pastoral Care: PN00005870
- HoD Dietetics: PN00006844
- Coordinator Occupational Therapy: PN00006144
- Speech Pathologists: PN00008570

Directly reporting to this position:

Title	Classification	FTE

Other positions under control

- Nil

#### Prime Function / Key Responsibilities

Provide leadership and is responsible for the coordination, development, implementation and evaluation of health promotional programs, initiatives and resources for the Women and Newborn patients and populations groups. Consult, liaise and collaborate with state-wide industry stakeholders including Aboriginal health services, community organisations and consumers to identify and promote initiatives aimed at improving Aboriginal maternal and infant health and wellbeing.

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

### 1. Program Planning and Development

1. Leads and coordinates in operational planning, implementation and evaluation of evidence informed health promotion programs needs and policy within WNHS to reflect the required health outcomes.
2. Provides advice and support to internal partners/stakeholders/departments in their planning, development, implementation and evaluation of health promotion programs within WNHS.
3. Initiates new and innovative activities aimed at improving the level and quality of health promotion programs and resources for Aboriginal women and their families.
4. Participates in Aboriginal health consultative planning processes involving a range of stakeholders and communities.
5. Review health and social issues impacting on the health of Aboriginal women and infants.
6. Works collaboratively with multiple service providers to develop, implement and evaluate programs that promote the physical, mental, social, emotional and cultural needs of Aboriginal women and their families.
7. Initiates and maintains consumer participation and community development processes to gain commitment to a planned approach to population health.
8. Responsible for the development of articles on Aboriginal health promotional issues to be submitted to relevant WNHS publications.

### 2. Liaison

1. Facilitates liaison, develops and maintain effective working relationships with stakeholders, to support the provision of co-ordinated and integrated health programs delivery within WNHS to enhance the value of health promotional resources, tools and referral networks.
2. Maintain effective partnerships and networks with relevant Aboriginal and non-Aboriginal groups, organisations, services and Aboriginal community members on an ongoing basis to determine if the service is addressing issues of community concern.
3. Represents the WHSP in working parties and committees as required.

### 3. Capacity Building

1. Identifies training needs and facilitates education and training in health promotion and primary health care for health professionals working in maternity related services.
2. Organises and presents professional development activities, workshops and health promotional programs and supports local service providers to develop and implement similar activities for their communities.
3. Build partnerships and capacity within the community and amongst partner agencies and services to plan and implement health promotion and primary health strategies.

### 4. Data Collection and Research

1. Assist in the development / enhancement of robust Aboriginal health data systems in WNHS.
2. Identifies health issues and makes recommendations for new projects, research and audits across sites.
3. Support the inclusion of new data statistics for evaluation where gaps in health promotional education have been identified by health service providers and/or Aboriginal community groups.
4. Maintain an awareness of relevant requirements related to:
  - Equal opportunity.
  - Disability access; and
  - Clinical and corporate governance and apply these in the workplace.

**5. NMHS Governance, Safety and Quality Requirements**

1. Participates in the maintenance of a safe work environment.
2. Participates in an annual performance development review.
3. Supports the delivery of safe patient care and the consumers' 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. Completes mandatory training (including safety and quality training) as relevant to role.
5. Performs duties in accordance with Government, WA Health, North Metropolitan Health Service and Women and Newborn Health Service and Departmental / Program specific policies and procedures.
6. Abides by the WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act.

**6. Undertakes other duties as directed.**

## Work Related Requirements

### Essential Selection Criteria

1. Under Section 50(d) of Equal Opportunity Act 1984, Aboriginality is essential.
2. Demonstrated knowledge of Aboriginal cultures, health and related issues.
3. Demonstrated ability to work effectively with Aboriginal people and communities.
4. Demonstrated high level interpersonal, verbal and written communication skills including public speaking and report writing skills.
5. Well developed strategic planning, analytical and problem solving skills.
6. Demonstrated high level interpersonal skills including liaison and negotiation skills.
7. Proven ability to work collaboratively and develop partnerships in a cross-cultural and/or multi-disciplinary settings.
8. Current "C" or "C.A." class drivers licence.

### Desirable Selection Criteria

1. Post-secondary qualification(s) in health promotion or proven relevant senior experience in a relevant field.
2. Demonstrated knowledge of data collection, research and evaluation skills.
3. 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: Valda Duffield  
Signature/HE: He46547  
Date: 6/11/2019

### Dept./Division Head

Name: Valda Duffield  
Signature/HE: He46547  
Date: 6/11/2019

### Position Occupant

Name:  
Signature/HE:  
Date: