



HSS Registered

Health Promotion Coordinator
Health Salaried Officers Agreement: Level G7

Position Number: 602843

East Metropolitan Community and Population Health Services
East Metropolitan Health Service (EMHS)

Reporting Relationships

Director Community and Population Health
HSO Level G11
RP602822



Manager Health Promotion Community Development
HSO Level G8
RP602838



This Position



Directly reporting to this position:

| Title | Classification | FTE |
|-----------------------------------|-----------------------|------------|
| • Senior Health Promotion Officer | HSO G6 | 1.00 |
| • Health promotion Officer | HSO G5 | 1.00 |
| • Secretary | HSO G2 | 1.00 |



Also reporting to this supervisor:

- Health Promotion Coordinator RP 602839 1.0
- Aboriginal Health Promotion Officer Male RP602848 1.0
- Aboriginal Health Promotion Officer Female RP602849 1.0

Key Responsibilities

Assists the Manager Health Promotion and Community Development, in planning, implementation and evaluation of health promotion programs within a designated region. In collaboration with the Health Promotion Officers, implements agreed programs and provides management and leadership to the team.

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 Management

- 1.1 In consultation with the Manager Health Promotion and Community Development and key stakeholders in the community, takes a leading role in the planning, implementation and evaluation of health promotion programs at a community level.
- 1.2 Collaborates with the Manager Health Promotion and Community Development and the Health Promotion Officers within the team to ensure program priorities and activities within the designated region are achieved.
- 1.3 Participates in policy development and implementation to reflect required health outcomes.
- 1.4 Line manages regional health promotion officers.

2. Liaison & Partnerships

- 2.1 Provides representation on relevant working parties and committees both internal and external to the health service.
- 2.2 Facilitates liaison with internal and external bodies to ensure the delivery of integrated community and population health programs within the region.
- 2.3 Initiates and maintains community participation in programs to improve outcomes in population health.

3. Leadership

- 3.1 Works to develop the health promotion capacity of health services and other organisations in the local community.
- 3.2 In collaboration with the Manager Health Promotion and Community Development Identifies training needs and develops strategies to meet the training needs of the team.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Ensures, as far as practicable, the provision of a safe working environment in consultation with staff under their supervision.
- 4.2 Actively participates in the Peak Performance program.
- 4.3 Supports the delivery of safe patient care and the consumers' experience including identifying, facilitating and participating in continuous safety and quality improvement activities, and ensuring services and practices align with the requirements of the National Safety and Quality Health Service Standards and other recognised health standards.
- 4.4 Adheres to the performance framework for procurement and contract management and oversees and promotes to other staff this process and function in accordance with EMHS Policy and the Delegations and Authorisations Schedule.
- 4.5 Completes mandatory training (including safety and quality training) as relevant to role.
- 4.6 Performs duties in accordance with the EMHS Vision and Values, WA Health Code of Conduct, Occupational Safety and Health legislation, the Disability Services Act and the Equal Opportunity Act and Government, WA Health, EMHS and Departmental / Program specific policies and procedures.

5. Undertakes Other duties as required

Work Related Requirements

The following criteria should be read together with the Brief Summary of Duties and considered in the context of the EMHS Values.

Essential Selection Criteria

1. Demonstrated experience in the planning, delivery and evaluation of health promotion programs with the ability to meet required outcomes.
2. Significant relevant experience demonstrating knowledge of health promotion and community development methodology.
3. Well-developed staff management competencies including a demonstrated track record of successful team leadership.
4. Demonstrated experience in the development of collaborative partnerships with government and non-government service providers.
5. Effective interpersonal, analytical and communication skills.
6. Current "C" or "C.A" class drivers licence.
7. Current knowledge of legislative obligations for Equal Opportunity, Disability Services and Occupational Safety and Health, and how these impact on employment and service delivery.

Desirable Selection Criteria

1. Tertiary qualification in health promotion or public health.
2. Demonstrated experience working in Aboriginal health.
3. Demonstrated experience in analysing health promotion research and applying evidence.

Appointment Prerequisites

Appointment is subject to:

- 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)

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| Created on | Last Updated on April 2020 |
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