



JOB DESCRIPTION FORM

Section 1 – POSITION IDENTIFICATION

WA COUNTRY HEALTH SERVICE		Position No:	613546
Division:	Wheatbelt	Title:	Health Promotion Officer
Branch:	Population Health	Classification:	HSO Level G-5
Section:	Eastern Wheatbelt Primary Health	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, Eastern Wheatbelt Primary Health Service
	Classification:	HSO G-8
	Position No:	607447



This position	Title:	Health Promotion Officer
	Classification:	HSO G-5
	Position No:	613546



OTHER POSITIONS REPORTING DIRECTLY TO THIS POSITION:

Title
613571 Clinical Nurse Manager, RN SRN-2
614100 Clinical Nurse Manager, RN SRN-2
607799 Senior Speech Pathologist, HSO P2
607591 Senior Physiotherapist, HSO P2
607510 Occupational Therapist, HSO P1
607692 Dietitian, HSO P1
607817 Social Worker, HSO P1
607443 Clinical Nurse, RN 2
607453 Clerical Officer, HSO G2
607763 Allied Health Assistant, HSO G2



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

In collaboration with the line manager of Eastern Wheatbelt Primary Health Service, key stakeholders and community representatives, plans, implements and evaluates health promotion programs that meet local needs and health service priorities using sound theory and evidence based practice to address priority health issues.



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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 Planning & Program Management		55
1.1	In collaboration with the Primary Health Manager. Health Promotion Coordinator, primary health services, key stakeholders and community representatives plans, implements and evaluates health promotion programs that meet local needs and health service priorities using sound theory and evidence based practice.	D	
1.2	Analyse and interpret epidemiological data and other information to identify service gaps, need and demand in collaboration with the Wheatbelt Public Health Unit.	R	
1.3	Provides support for health service personnel and community representatives in obtaining, organising and using resources to plan, implement and evaluate programs that meet local needs and health service priorities.	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	Support local implementation of DOH state-wide health promotion campaigns in line with Wheatbelt health promotion strategic priorities.	R	
1.6	Develops and coordinates appropriate program support materials.	R	
1.7	Manage health promotion interventions and strategies with quality, time and within budget.		
2.0	Liaison and Partnerships		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.	R	
2.2	Represents the health service on working parties, committees and conferences maintaining effective working relationships at all times. Works as part of a team, participating in multidisciplinary team meetings.	R	
3	Advocacy and Policy		10
3.1	Advocates for healthy public policy and services that promote and protect the health and wellbeing of individuals and communities	R	
3.2	Advises and assists health service providers and key stakeholders to consider and improve the level and quality of health promotion intervention.	R	
4	Capacity Building		10
4.1	Develops health promotion skills and capacity of health professionals and other key stakeholders by identifying training needs and contributing to team and organisational learning through the delivery of appropriate training.	O	
4.2	Facilitates continuing professional development and education for both inter-government, non-government and own organisation sectors to advance health promotion goals.	R	
5	OTHER		5
5.1	Participates in own performance development program with the Primary Health Manager	A	
5.2	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.	R	
5.3	Participates in other program activities and duties as negotiated with the Primary Health Manager	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

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 and population data and to communicate effectively using Microsoft Office and SPSS programs.
6. Demonstrated cultural respect and the ability to work across cross cultural environments.
7. In possession of a current C or C-A Class drivers licence.

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 health promotion.
2. Knowledge of issues affecting rural health.
3. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

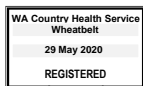
Section 6 – APPOINTMENT FACTORS

Location	Merredin	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 Pre-Employment Health Assessment • Successful WA Health Integrity Check • Evidence of a current C or C-A class driver's licence and ability to travel within 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