



HSS REGISTERED

Aboriginal Health Promotion Coordinator
Health Salaried Officers Agreement: Level G-7
Position Number: 006134
North Metropolitan Public Health Unit
Mental Health, Public Health and Dental Services
North Metropolitan Health Service

Reporting Relationships

Director Public Health
 HSO Level G-11
 Position Number: 007238



Manager Health Promotion
 HSO Level G-8
 Position Number: 006148



This Position



← Also reporting to this supervisor:

- Health Promotion Coordinator, HSO Level G-7, 1.00 FTE
- Health Promotion Officer, HSO Level G-5, 2.00 FTE

Directly reporting to this position: Nil			Other positions under control
Title	Classification	FTE	

Prime Function / Key Responsibilities

Assists the Manager Health Promotion to coordinate, plan, implement and evaluate health promotion interventions with Aboriginal and non-Aboriginal populations within NMHS for the North Metropolitan Public Health Unit. In collaboration with practitioners, implements agreed programs and facilitates capacity building. Monitors, evaluates and reports on activities and outcomes. Consults with government departments, non-government organisations and the community to ensure intersectoral support for health promotion initiatives.

Brief Summary of Duties (in order of importance)

1. Program Delivery

- 1.1. In consultation with the Manager Health Promotion and key stakeholders, takes a leading role in planning, implementing and evaluating health promotion interventions in the Aboriginal and non-Aboriginal population.
- 1.2. Evaluates and reports on program activities and outcomes.
- 1.3. Provides support and guidance to health service staff, other government and non-government organisations in their health promotion planning, implementation and evaluation.
- 1.4. Provides advice to Health Promotion team members and key stakeholders ensuring consultations and programs are appropriate to specific population groups within the region.
- 1.5. Undertakes research related to the health needs of the community.

2. Leadership

- 2.1. In consultation with the Manager Health Promotion and key stakeholders, assists in determining health promotion priorities for the team and preparing business plans.
- 2.2. Provides advice to the Manager Health Promotion in relation to community needs that may have budgetary implications.
- 2.3. Collaborates with the Manager Health Promotion and the Health Promotion team to ensure health promotion priorities and activities are achieved.
- 2.4. Takes a leading role in increasing community awareness of the determinants of health and subsequent health issues within the community.
- 2.5. Supervises tertiary students, volunteers and graduate trainees.

3. Liaison and Partnerships

- 3.1. Facilitates liaison and develops effective working relationships with government and non-government organisations and the community to ensure the delivery of integrated community and population health programs within the region.
- 3.2. Provides representation on relevant working parties and committees both internal and external to the health service.
- 3.3. Initiates and maintains community participation in programs to improve outcomes within the community.

4. NMHS Governance, Safety and Quality Requirements

- 4.1. Ensures, as far as practicable, the provision of a safe work environment in consultation with staff under their supervision
- 4.2. Participates in an annual performance development review.
- 4.3. 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.
- 4.4. Completes mandatory training (including safety and quality training) as relevant to role.
- 4.5. Performs duties in accordance with Government, WA Health, North 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. Aboriginality is essential, under section 50(d) of *Equal Opportunity Act 1984*.
2. Substantial experience in planning, implementing and evaluating health promotion interventions with the ability to meet required outcomes.
3. Significant relevant experience demonstrating knowledge and application of health promotion methodology and the determinants of health.
4. Well-developed conceptual, analytical and problem solving skills.
5. Demonstrated experience in facilitating collaborative partnerships with, and building capacity of, government and non-government service providers.
6. Effective interpersonal and written and oral communication skills.
7. Current "C" or "C.A." class driver's licence.

Desirable Selection Criteria

1. Tertiary qualifications in health promotion, health science, behavioural or social science.
2. Demonstrated experience in cross-cultural settings or with groups identified as having special needs.
3. Demonstrated experience in conducting program evaluation and health promotion research.
4. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery.

Appointment Prerequisites

Appointment is subject to:

- Completion of 100 Point Identification Check.
- Successful Criminal Record Screening Clearance.
- Successful Pre-Employment Integrity Check.
- Successful Pre-Employment Health Assessment.
- Current "C" or "C.A." class driver's licence.

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/HE:
Date:

Dept./Division Head

Name:
Signature/HE:
Date:

Position Occupant

Name:
Signature/HE:
Date:

Created on: June 2019
Last Updated on: December 2019
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