



# Job Description Form

KIMBERLEY

Landscape Photos: Tourism Western Australia

**Position Title**

Position number: 615624

## Health Promotion Coordinator

### Regional Profile

WACHS Kimberley is the most northern health region of WACHS. The Kimberley region has approximately 200 Aboriginal communities, over 34 different Aboriginal language groups and 45 percent of the population are Aboriginal and/or Torres Strait Islander people. WACHS Kimberley consists of six hospitals, an inpatient mental health unit, three Community Directorates and a Corporate Office. WACHS Kimberley provides hospital, community health, public health, remote area health, community aged care, and mental health services across the region through a dedicated team of medical, nursing, Aboriginal health, allied health and support staff.

### About the WA Country Health Service

#### Our Strategic Priorities



#### 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.

#### Our Vision

To be a global leader in rural and remote healthcare.

#### Our Mission

To deliver and advance high quality care for country WA communities.

## Directorate Overview

The Kimberley Population Health Unit mission is to optimise the health of Kimberley communities by working in partnership and embedding the principles of public and primary healthcare in our work. This is a multifaceted role in the Primary Care sector that enables them to be proactive in the treatment and prevention of chronic disease and the promotion of healthy lifestyles.

Our Directorate actively supports and encourages diversity and inclusion across all occupational groups through the development and implementation of initiatives aimed at accessing and improving employment and mentoring opportunities for all people. Our strategies are located at [www.wacountry.health.wa.gov.au](http://www.wacountry.health.wa.gov.au)

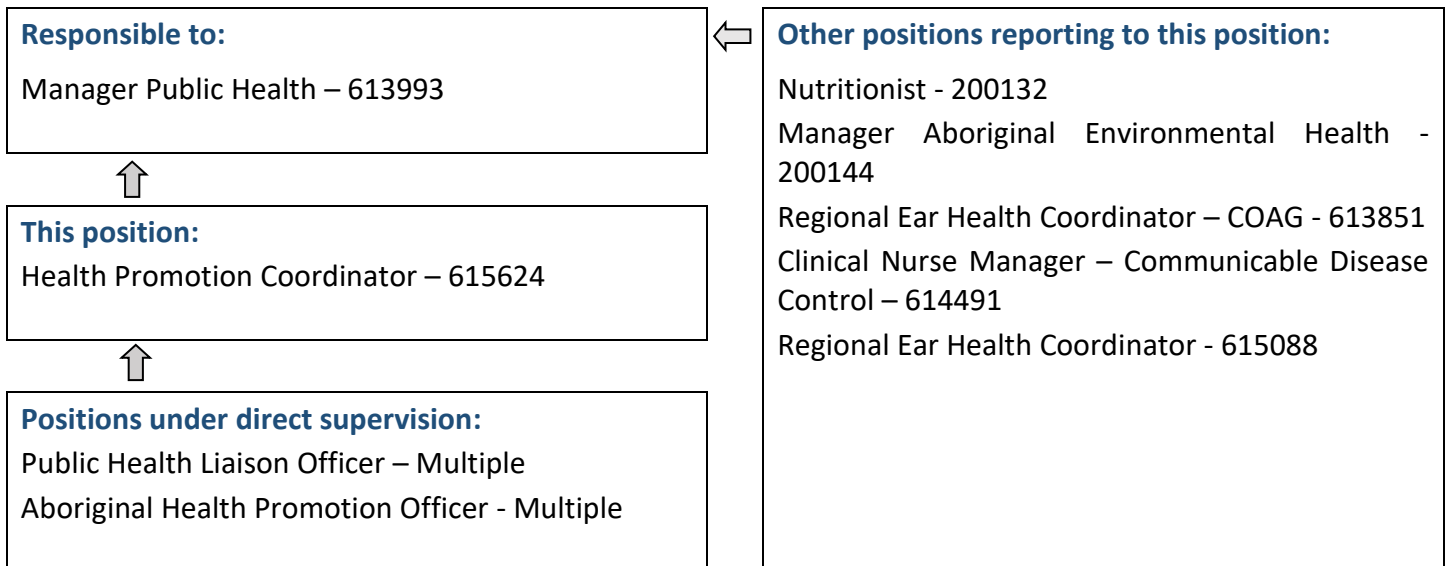
## Position Details

Position Number:	615624	Registration Date:	28 February 2022
Classification:	HSO Level G7	Location:	Broome
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	KPHU Public Health		

## Position Overview

Coordinates planning, implementation and evaluation of health promotion strategies and programs across the Kimberley in accordance with national, state and local priorities

## Reporting Relationships



## Key Duties/Responsibilities

### 1. PLANNING AND PROGRAM MANAGEMENT

- 1.1. Coordinates the development, delivery and evaluation of population health programs to the communities serviced by Kimberley Population Health Unit.
- 1.2. Works through a capacity building model to identify and develop strategies to address environmental and structural determinants of health.
- 1.3. Coordinates the development of strategic health promotion plans for WACHS Kimberley and Kimberley Population Health Unit.
- 1.4. Monitors and, where required, updates relevant health profile information of the Kimberley population using relevant data sources.
- 1.5. Identifies priority health issues and high risk groups requiring specific preventive health programs.
- 1.6. Supports the implementation of population health promotion program plans which target identified priority areas and high risk groups.
- 1.7. Coordinates the preparation of funding applications for the development of new programs to address priority health issues.
- 1.8. Provides line management, mentoring and guidance to staff delivering population health promotion programs and population health workforce development across the Kimberley.

### 2. ADVOCACY

- 2.1. Works with health services and community members to build their capacity in development of effective health promotion strategies.
- 2.2. Advises Managers and other key stakeholders and prepares/disseminates documents on issues relevant to health promotion.
- 2.3. Advises and assists health service providers to improve the level and quality of health promotion programs.
- 2.4. Monitors the implementation of relevant policies and assesses their impact.
- 2.5. Acts as a population health advocate to professional audiences utilising a variety of media. This includes seminars, media reports and interviews, conference presentations, brochures and reports.

### 3. LIAISON AND PARTNERSHIPS

- 3.1. Liaises and consults with key stakeholders, including personnel, community groups, local government authorities and other government and non-government agencies in population health.
- 3.2. Maintains effective partnerships and networks with relevant health service providers, including the private sector.
- 3.3. Builds partnerships and capacity within the community and between partner agencies to plan and implement strategies to increase community participation in health promotion.
- 3.4. Represents Kimberley Population Health Unit on working parties, committees and conferences as required.

### 4. CAPACITY BUILDING

- 4.1. Coordinates a planned approach to training and development of health promotion staff within Kimberley Population Health Unit.
- 4.2. Presents at seminars and training sessions as appropriate.
- 4.3. Provides mentoring and guidance to population health staff working within the primary health teams including nursing and allied health professionals, and in other government and non-government agencies.
- 4.4. Facilitates the effective functioning of health professionals and students in the Kimberley through appropriate support, mentoring, reflective practice, clinical/professional reasoning, performance development and staff development (training/education).



**5. RESEARCH**

- 5.1. Ensures Kimberley health promotion programs have sound evidence base and are evaluated according to outcome indicators established at national, state and local level.
- 5.2. Monitors and reports on trends in health risk factors and prevalence and the incidence of relevant health conditions in the Kimberley.
- 5.3. Initiates and coordinates approved research relevant to improving knowledge of practice in the region.
- 5.4. Monitors relevant programs and ensures that all activities are documented and where possible evaluated.
- 5.5. Works with health service providers and community members to evaluate activities and adjust them according to health outcomes and community input.
- 5.6. Acts as a resource for regional personnel for routinely collected data on relevant issues.

**6. TEAM PARTICIPATION AND ADMINISTRATION**

- 6.1. Positively participates in and promotes the team management concept within the Kimberley Population Health Unit.
- 6.2. Responsible for the development of articles on population health issues for health service newsletters.
- 6.3. Maintains relevant program and service documentation.
- 6.4. Provides regular reports as required to the Manager Public Health.
- 6.5. Assists in the development/enhancement of accurate monitoring systems for health promotion programs in the region.

**7. TEAM PARTICIPATION AND ADMINISTRATION**

- 7.1. Participates in own performance development program with the Manager Public Health.
- 7.2. Participates in continuing education of self, including professional, leadership and managerial skill development.
- 7.3. Provides recognised expert knowledge and services in the area of population health.
- 7.4. Acts as a resource to all disciplines.
- 7.5. Other duties as directed by line manager or their delegate.



## Work Related Requirements

The following criteria are to be read together with the Brief Summary of Duties and considered in the context of the WACHS Values.

### Essential

- 1 Demonstrated substantial project management skills, including the planning, development, implementation and evaluation of population health activities across a range of health priority areas and which are based on a sound knowledge of public health theory.
- 2 Demonstrated leadership and management skills including human resource and financial management using well developed conceptual, analytical and problem-solving skills.
- 3 Demonstrated high level written and verbal communication skills including computer skills as required of report writing, grant submissions, presentations and data management, and high-level interpersonal skills including liaison and negotiation skills.
- 4 Demonstrated understanding of cultural factors and social determinants particularly relating to Aboriginal health.
- 5 Current C Class drivers Licence and an ability and willingness to travel including overnight stays away from home.
- 6 Current knowledge of legislative and regulatory requirements in the areas of Equal Opportunity, Disability Services and Occupational Safety & Health, and how these impact on employment, people management and service delivery.

### Desirable

- 1 Tertiary qualification in health promotion or a health-related discipline and/or post graduate qualifications.
- 2 Demonstrated knowledge of health policy driving population health service delivery in Western Australia.

## Appointment Pre-requisites

Where applicable – District Allowance, Annual Leave Travel Concession, one week additional annual leave for above the 26<sup>th</sup> parallel, air-conditioning subsidy

Appointment is subject to:

- Provision of the minimum identity proofing requirements
- Successful Criminal Record Screening Clearance
- Successful Pre-Employment Health Assessment
- Successful WA Health Integrity Check
- Successful Working with Children Check
- Evidence of a current C or C-A Class driver's licence or other specialised licence class
- Ability to travel within the region as required including overnight stays

