



HSS REGISTERED

Health Promotion Officer

Health Salaried Officers Agreement: G-5

Position Number: 602840
Community and Population Health Service
East Metropolitan Health Service (EMHS)

Reporting Relationships

Manager Health Promotion and Community Development
HSU Level G8
Position Number: 602838



Health Promotion Coordinator
HSU Level 7
Position Number: 602839



This Position



Directly reporting to this position:
Nil

Also reporting to this supervisor:

- Health Promotion Officer; Level G; 5 2.0 FTE

Key Responsibilities

Assists in the planning, implementation and evaluation of health promotion programs. Works to build the capacity of other health professionals and the community to implement health promotion initiatives.

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 Delivery

- 1.1 Plans, implements, monitors and evaluates health promotion projects that contribute to a larger health promotion program.
- 1.2 Collects, analyses and disseminates qualitative and quantitative data as routine practice to evaluate health promotion projects and inform quality improvement to enhance health promotion projects.
- 1.3 Ability to engage with evaluation frameworks throughout planning, implementing and evaluating health promotion programs.
- 1.4 Assists in developing health promotion information and resources to support local, national and state health promotion priorities.

2. Partnerships and Liaison

- 2.1 Establish and maintains effective partnerships with key stakeholders including community, to maximise collaborative approaches to the development, implementation and evaluation of health promotion programs.
- 2.2 Undertakes participatory approaches to designing health promotion program with existing and new partners.
- 2.3 Ability to work with priority populations to achieve program outcomes

3. Capacity Building and Advocacy

- 3.1 Organises and implements workshops, community meetings and presents at education sessions, seminars and training sessions as appropriate.
- 3.2 Prepares media releases, publications and written reports on health promotion projects.
- 3.3 Acts as an advocate for local population health issues.

4. EMHS Governance, Safety and Quality Requirements

- 4.1 Participates in the maintenance of a safe work environment.
- 4.2 Actively participates in the Peak Performance program.
- 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 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. Other

- 5.1 Maintains knowledge of effective practice in health promotion and community development.
- 5.2 Develop and maintain collaborative relationships with all other teams and professionals.
- 5.3 Undertakes other duties as directed.

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. Knowledge and understanding of planning, implementing, monitoring and evaluation of health promotion projects.
2. Ability to establish and maintain effective partnerships across sectors and with community to achieve a desired outcome.
3. Demonstrate a high level of written and verbal communication skills to effectively influence and achieve program outcomes for priority populations.
4. Possess knowledge and understanding of the cultural factors and the social determinants of health particularly relating to Aboriginal health.
5. Current "C" or "C.A." class drivers licence

Desirable Selection Criteria

1. Tertiary qualification in health promotion or public health or another related discipline or equivalent experience.
2. Experience working with Aboriginal people.
3. 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.			
Melanie James	HE34485	15/12/2022	
Manager / Supervisor	Signature or	HE Number	Date
Susan Mylne	HE 108519	16/12/2022	
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)			
Created on	Last Updated on	January 2023	