



Job Description Form



WHEATBELT

Landscape Photos: Tourism Western Australia

Position Title

Position number: 613929

Health Promotion Officer

Regional Overview

The WACHS Wheatbelt region extends from the Turquoise Coast to Southern Cross to the Darling Scarp to the regional towns of Wagin and Lake Grace. The Wheatbelt is a region of enormous opportunity, with a close proximity to metropolitan areas, rich diverse cultural heritage and growing development and innovation. Health services currently available to the Wheatbelt community include emergency care and retrieval, acute and sub-acute inpatient care, aged care, mental health and population and community health.

With four integrated district hospitals (Narrogin, Northam, Merredin and Moora), 18 small hospitals and 17 health centres/ nursing posts and clinics, you will find a strong sense of community, exciting lifestyle and career opportunities. WACHS Wheatbelt is a great place to live, work and explore!

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.

Position Title: Health Promotion Officer	Position Number: 613929	Classification: HSO Level G5
---	--------------------------------	-------------------------------------

Directorate Overview

Wheatbelt Population Health is a strong, diverse and high-performing health service that is dedicated to providing quality and accessible services for Wheatbelt communities through clinical, primary care programs and collaborations with stakeholders. Our priority action areas are: maternal and child health; child development; outpatient allied health and sub-acute care; chronic disease prevention and self-management; public health and communicable (infectious) disease control; and Aboriginal Health.

Position Details

Position Number:	613929	Registration Date:	04 October 2023
Classification:	HSO Level G5	Location:	Wheatbelt
Award / Agreement:	Health Salaried Officers Agreement		
Organisational Context:	Population Health		

Position Overview

In collaboration with the Clinical Nurse Manager – Aboriginal Health, Manager - Southern Wheatbelt Primary Health Service and key stakeholders, plans, implements and evaluates social and emotional wellbeing health promotion programs for Aboriginal people in the Southern Wheatbelt

The occupant of this position is required to demonstrate a positive commitment to modelling our organisational values, safety and quality improvement and the Code of Conduct in all aspects of their employment. Compliance with all relevant policies, procedures, standards and legislation including Confidentiality and Work Health and Safety policies is mandatory.

Reporting Relationships

Responsible to:

Clinical Nurse Manager – Aboriginal Health
RN SRN Level 2
608160



This position:

Health Promotion Officer
HSO Level G5
613929



Positions under direct supervision:

Nil

Other positions reporting to this position:

Aboriginal Health Workers AEHW Level 1/2
Aboriginal Health Drivers HSW Level 5



Key Duties/Responsibilities

1. HEALTH PROMOTION AND COMMUNITY DEVELOPMENT

2. In collaboration with the Clinical Nurse Manager – Aboriginal Health, Manager, Southern Wheatbelt Primary Health Service, health professionals, key stakeholders and community representatives coordinates the planning, implementation and evaluation of health promotion programs for Aboriginal people in the Southern Wheatbelt according to program priorities and client needs
3. Identifies priority issues for Aboriginal people in the district in consultation with the community, Wheatbelt Population Health Unit personnel and key stakeholders using a range of data collection and analysis techniques
4. Establishes positive relationships, trust and communication, providing opportunities for all Aboriginal people living in the Southern Wheatbelt to participate in determining and addressing health needs
5. 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
6. Organises and supports health education activities designed to reduce risk factors for physical and mental health illness in the Aboriginal population
7. Works with Aboriginal people individually and in groups to develop, implement and evaluate culturally appropriate programs that address coexistent issues including alcohol and other drugs, families and relationships, employment, social engagement/participation and chronic disease
8. Uses all opportunities to encourage individuals and families to be responsible for their own health
9. Prepares draft publicity materials and represents the health service where relevant, in local media and on relevant committees
10. Facilitates appropriate education for health service staff
11. Evaluates service delivery in relation to program goals and provides written reports when required
12. Prepares draft submissions for funding of health promotion activities and develops project plans
13. Participates in multidisciplinary team meetings
14. Maintains relevant service documentation, including CHIS statistical data collection

15. LIAISON AND ADVOCACY

16. Acts as an advocate, interpreter and advisor to clients accessing Southern Wheatbelt Primary Health services, Mental Health services, Drug and Alcohol Services, GP and other relevant services providers
17. Networks and liaises with service providers, local government, private and community organisations to ensure intersectoral support and coordination of social and emotional health promotion initiatives
18. Maintains knowledge of community resources available and supports Aboriginal people to access these services as appropriate
19. Advises Southern Wheatbelt Primary Health Service providers, and relevant service providers and community organisations on culturally safe procedures
20. Maintains effective working relationships and communication between the Southern Wheatbelt Primary Health Service and the community and assists in community consultation and engagement in service evaluation and development



21. ADMINISTRATION

- 22. Provides supervision and mentoring for Health Promotion students and Aboriginal Health Workers, working in the Southern Wheatbelt Primary Health Service
- 23. Provides recognised expert knowledge in the area of Aboriginal health and cultural issues

24. PROFESSIONAL DEVELOPMENT

- 25. Participates in own performance development program with the Clinical Nurse Manager – Aboriginal Health.
- 26. Participates in continuing education of self, including professional, leadership and managerial skill development.

27. OTHER

- 28. Participates in other program activities and duties as negotiated with the Manager, Southern Wheatbelt Primary Health Service and the Clinical Nurse Manager, Aboriginal Health.

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. Under Section 50(d) and Section 27 of Equal Opportunity Act 1984, Aboriginality is essential.
2. Demonstrated ability and experience working with Aboriginal and Torres Strait Islander people including demonstrated knowledge and understanding of the WA Country Health Service Cultural Governance Framework
3. Demonstrated experience and skills in developing, implementing and evaluating health promotion programs including understanding of health promotion polices, data collection and analysis, based on a sound knowledge of health promotion theory
4. Knowledge of social and emotional wellbeing issues affecting Aboriginal communities in the Wheatbelt region and community resources that may be utilised to address these issues
5. Demonstrated high level interpersonal skills and ability to work collaboratively with stake holders and local communities
6. Demonstrated strong written and verbal communication skills, including report and grant submissions and presentation skills
7. Demonstrated ability to work independently and in a multidisciplinary team
8. Demonstrated computer literacy and an ability to utilise information systems
9. In possession of a current C or C-A class driver's license.

Desirable

1. Tertiary degree qualification in health, education or social science and/or possession of or progress towards tertiary degree or post-graduate qualifications in health promotion
2. Current knowledge and commitment to Equal Opportunity in all aspects of employment and service delivery

Appointment Pre-requisites

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
- Successful Aged Care Criminal Record Clearance
- Evidence of a current C or C-A Class drivers licence

**WA Country Health Service
Wheatbelt**

4 October 2023

REGISTERED

