



WWHS

West Wimmera Health Service Position Description

Position:	Oral Health Research and Development Co-ordinator
Location:	Based at Nhill but may be required to work across all sites as mutually agreed upon
Reporting to:	Health Promotion Manager
Division:	Community Health
Award:	Dependent on qualifications and experience, and may include: <ul style="list-style-type: none">• Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025• Victorian Public Health Sector (Dental Therapists, Dental Hygienists and Oral Health Therapists') Enterprise Agreement 2018 – 2022• Victorian Public Health Sector (General Dentist) Enterprise Agreement 2018-2022
Level:	Dependent on skills, qualifications and experience as per Award

Overview of West Wimmera Health Service

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometer region, which is home to nine rural townships including Nhill, Goroce, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

Our Purpose – *Great care, every person, every time.*

Our Strategic Goals

Our people – Inclusive, Respectful, Productive

To be a great place to work where everyone contributes and everyone belongs.

Our Care - Safe, Effective, Innovative

To fully embrace new technologies and processes that 2 enable world class rural healthcare.

Our Community - Connected, Informed, Healthy

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

Our Future - Environmentally Responsible, Economically Secure

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align 4 the service's operations with established ESG principles.

Our Values



TOTAL CARE

Delivering care that is safe, effective and person-centred, always.



SAFETY

Providing a safe workplace and services free from avoidable harm.



UNITY

Working well together in a great place to work.



ACCOUNTABILITY

Doing the right thing by our stakeholders and ourselves.



INNOVATION

Using our imagination - if there's a better way we will find it.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> • Health Promotion Manager • Health Promotion team • Executive Director, Community Health • Dental Team • Executive Team as required • Executive Director, Clinical Services and/or Directors of Nursing as required 	<ul style="list-style-type: none"> • Grampians Public Health Unit • Violet Vines Marshman Centre for Rural Health Research, La Trobe University • La Trobe University Rural Health School, Dental and Oral Health • Other Universities • Other health and community organisations

Position Overview:

The Oral Health Research and Development Co-ordinator is responsible for undertaking general academic research in rural oral health, leading partnerships with universities and the Grampians Public Health Unit in evidence based Oral Health intervention design, and identifying potential multi-agency and community partners as required to co-design community led interventions to improve oral health outcomes across the populations of the Wimmera and Southern Mallee, with particular emphasis on early years, migrant and older community members.

WWHS' catchment community have poorer indicators and outcomes for oral health than state averages. Oral health is a key indicator of overall health with its implications on physical, psychological, emotional, and social domains that are integral to general health and wellbeing. Untreated oral diseases lead to poor oral health. Most oral diseases and conditions share modifiable risk factors with the leading non-communicable diseases (NCD) (cardiovascular diseases, cancer, chronic respiratory diseases and diabetes). Addressing oral health for younger people will impact on population health over time. Additionally, oral health is a critical but neglected component of healthy ageing. There is clear evidence for the importance of oral health across the lifespan. However, in rural areas where access to care is limited and deeply impacted by the social determinants of health (particularly income, education and transport), a fresh approach is required.

This position will sit in, and be supported by, the WWHS Health Promotion Team. The aim of health promotion is to maintain and improve the health of populations and reducing health inequities among population groups through the action areas articulated in the Ottawa Charter: building healthy public policy, creating supportive environments, strengthening community action, developing personal skills, and reorienting health services.

Health promotion is a key component of the services provided by WWHS, supported by dedicated health promotion funding from the Victorian Department of Health. As a major health service in the Wimmera, WWHS has a lead coordinating role to play in health promotion both within WWHS and through partnerships with other regional stakeholders. This is recognised in WWHS' ongoing strategic planning, which commits WWHS to encouraging healthy lifestyles and improving awareness of health and risks, promoting prevention over treatment.

Key responsibilities:

Key responsibilities include, but are not limited to:

- General academic research in rural oral health:
 - Maintaining good general knowledge of evidence-based practice in rural oral health
 - Developing evidence-based advice for practice, including literature reviews and position statements
 - Developing academic papers for publication and conference presentations as opportunities arise.
- Leading partnerships with universities and the Grampians Public Health Unit in evidence based Oral Health intervention design:
 - Developing and maintaining relevant professional contacts
 - Initiating and developing partnerships to create and analyse surveys and tools to direct and support evidence-based practice as required
 - Initiating and supporting opportunities to utilize the skills of students from Honours undergraduate to PhD studies in the West Wimmera Health Service Catchment.
- Identifying and supporting internal, multi-agency and community partners as required to co-design community led interventions:
 - Utilise a community development approach to inform the development and delivery of the WWHS Oral Health improvement project.
 - Support and lead by example in organisational capacity building
 - Participate in relevant committees and meetings, external forums, projects and networks as required.

Statement of duties:

Professional Practice:

- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.

- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.

Quality, Safety and Risk Management:

- Ensure you are aware of the West Wimmera Health Service's emergency procedures.
- Ensure compliance at all times, with mandatory education competencies completed by the due date in accordance with WWHS policies and protocols.
- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Management.
- Activity participate in relevant accreditation processes.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

Communication:

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other Community Care Team members, customers, volunteers) and WWHS management staff.
- Maintain confidentiality as per West Wimmera Health Service Policy and in accordance with relevant privacy and health records legislation.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

Key Selection Criteria:

Essential:

1. Effective communication and organisational skills.
2. High level of autonomy and excellent critical thinking.
3. Qualifications in Dentistry, Oral Health, Health Promotion, Community Development, or other relevant discipline.
4. Experience in health promotion program planning, implementation and evaluation, and in the coordination of health promotion activities.
5. Ability to identify and develop effective partnerships with appropriate stakeholders and organisations, in order to facilitate collaborative action and achieve outcomes for communities.
6. Report and resource writing skills, and excellent verbal and interpersonal skills, including and the ability to adapt communication to suit audiences of diverse health literacy.
7. Competence in using computer programs including Microsoft Word, Excel, Outlook, etc. and technology systems for on-line data base management.
8. Demonstrated knowledge and understanding of contemporary health promotion theory and practice.

Desirable:

1. Degree and practice experience in dentistry and/or Masters degree or above in Public Health, Dental Primary and Public Health, Oral Public Health or similar.
2. Previous experience working in dentistry or dental and oral health promotion.
3. Previous academic publications in related fields

Pre Requisites:

1. NDIS Worker Screening Clearance
2. Working with Children Check
3. Fully vaccinated for COVID-19 as per current Department of Health Directive.
4. Flu Vaccination
5. Australian Driver's Licence

Internal Direct Reports:

Nil

External Direct Reports:

Nil

Appraisal:

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

Certification

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

Authorised By:	
Name:	
Signature:	Date:

Position Incumbent Name:	
Signature:	Date: