



**West Wimmera Health Service**  
P.O. Box 231 NHILL, VICTORIA 3418  
Telephone: 5391 4222  
Facsimile: 5391 4228

<b>Position</b>	<b>HEALTH PROMOTION OFFICER</b>		
<b>Location</b>	West Wimmera Health Service, Nhill or other locations by negotiation	<b>Reports to</b>	Health Promotion Manager
<b>Award</b>	<p>Dependant on qualifications and experience; for example</p> <ul style="list-style-type: none"> <li>- Nurses &amp; Midwives (Victorian Public Health Sector)(Single Interest Employers) Enterprise Agreement 2016-2020;</li> <li>- Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers &amp; Administrative Officers) Enterprise Agreement 2016-2020;</li> <li>- Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Enterprise Agreement 2017-2021;</li> </ul> <p>Salary packaging is available through Maxxia.</p>	<b>Level</b>	Dependent on Award and experience / qualifications.
<b>Effective Date</b>	December 2018	<b>Next Review</b>	December 2019
<b>Position Overview</b>	<p>The Health Promotion Officer is responsible for supporting the planning, developing, implementing, evaluating and coordinating of a range of health promotion initiatives across the Wimmera region.</p> <p>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.</p> <p>Health promotion is a key component of the services provided by West Wimmera Health Service (WWHS), supported by dedicated health promotion funding from the Victorian Department of Health and Human Services (DHHS). 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 the WWHS 2017-2022 Strategic Plan (“Healthy Communities, Healthy Lives”) which commits WWHS to “encouraging healthy lifestyles and improving awareness of health and risks, promoting prevention over treatment”.</p> <p>Organisations within the Wimmera region recently came together to define key priority areas within which all health promotion efforts will be designed, namely healthy eating, physical activity, social connection and capacity building. These areas are subject to ongoing review as the organisational and regional strategic directions change in line with community need.</p> <p>Health promotion programs and activities at WWHS will be planned in line</p>		

	with WWHS' high level four year Integrated Health Promotion Plan and annual action plans, in collaboration with Wimmera Primary Care Partnership and other Wimmera Health Services and agencies within the West Wimmera catchment.
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>Actively support the planning, design, implementation and evaluation of programs and activities under West Wimmera Health Service's Integrated Health Promotion plan.</li> <li>Develop, strengthen and maintain collaborative relationships with key health promotion stakeholders (internal and external), including local governments and other local agencies as appropriate.</li> <li>Utilise a community development approach to inform the development and delivery of programs and services.</li> <li>Implement and monitor a data reporting framework for health promotion activity,</li> <li>Ensure staff compliance and achievement of performance indicators.</li> <li>Support and lead by example in organisational capacity building in evidence-based health promotion practice.</li> </ul>
<b>Liaises with</b>	<p><b>Internal:</b> All staff</p> <p><b>External:</b> Some or all of Wimmera Southern Mallee Health Prevention Strategic Partners, Hindmarsh Shire Council, West Wimmera Shire Council, Yarriambiack Shire Council, Horsham Rural City Council, neighbourhood houses, local schools, businesses, and other relevant entities as appropriate.</p>

**POSITION RELATIONSHIPS:**

*Responsible To*

Executive Director of Community Health



*Responsible To*

Health Promotion Manager



Health Promotion Officer

**STATEMENT OF DUTIES:**

<b>Duty No</b>	<b>DETAILS</b>
<b>1.0</b>	<b>LEADERSHIP</b>
1.1	Actively support the planning, design, implementation and evaluation of programs and activities under West Wimmera Health Service's Integrated Health Promotion Plan, in accordance with key health promotion priorities determined collaboratively by Wimmera Southern Mallee Health Promotion stakeholders.
1.2	Advocate and support the application of the Social and Ecological Models of Health internal and external to West Wimmera Health Service, including building the capacity of WWHS staff in evidence-based health promotion practice.
1.3	Develop, strengthen and maintain collaborative relationships with key stakeholders (internal and external), and foster collaborative action. This includes the active engagement of four local government shire councils and other local agencies.
1.4	Advocate for and undertake organisational capacity building in evidence-based health promotion practice. This includes ensuring the competency of WWHS staff working in health promotion.

1.5	Report activities against a framework for health promotion activity, assisting to ensure staff compliance and achievement of performance indicators, in accordance with the Department of Health and Human Services' requirements
1.6	Liaise with the Department of Health and Human Services about health promotion planning, implementation and reporting as needed.
1.7	Participate in relevant committees and meetings, external forums, projects and networks as required.
1.8	Efficiently undertake administrative duties such as correspondence, statistics, monthly reports, annual plans and reports, and submissions.
1.9	Participate in a review of resource materials provided to community members, ensuring they are evidence based and appropriate for a range of health literacy levels, in consultation with relevant Service staff.
1.10	Support the regular review and updating of WWHS Health Promotion Departmental manuals.
<b>2.0</b>	<b>PROFESSIONAL PRACTICE</b>
2.1	Adhere to West Wimmera Health Service's Confidentiality Policy, including signing the Confidentiality Compliance Statement.
2.2	Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
2.3	Maintain a commitment to ongoing professional development including continuing membership of relevant professional associations.
2.4	Commitment to principles of <ul style="list-style-type: none"> <li>- Ethical practice: Supporting culturally informed, participatory, respectful and safe practice</li> <li>- Health Equity: Addressing the social determinants of health in order to build health equity</li> <li>- Innovative &amp; evidence informed approaches: Promoting and supporting evidence informed research, policy and practice</li> <li>- Collaboration: working in partnership with other organisations to improve health and wellbeing.</li> </ul>
2.5	Ensure that all documentation is compliant with policy guidelines and Victorian and Australian laws and regulations.
<b>3.0</b>	<b>FINANCIAL MANAGEMENT</b>
3.1	Assist in identifying new funding and partnership opportunities in health promotion and writing submissions, grants and applications for funding as required.
3.2	Assist to complete and submit annual integrated health promotion budget acquittals guided by funders' requirements.
<b>4.0</b>	<b>QUALITY</b>
5.1	Promote an organisational culture focused on patient-centred care including patient safety and quality
5.2	Actively contribute to the design and implementation of quality activity programs that aim to improve the overall health and wellbeing of our communities; align to the Service's strategic directions; involve consumer input, and measure impact where appropriate.

<b>6.0</b>	<b>COMMUNITY INVOLVEMENT</b>
6.1	Assist in the initiation of and participation in community research and analysis of data to support the development of health promotion programs and activities.
6.2	Utilise a community development approach to inform the development, adaptation and delivery of health promotion programs and services.
6.3	Co-operate with volunteer groups associated with the Service and other interested community groups where required.
6.4	Positively promote the organisation internally and externally.
6.5	Attend, support and participate in relevant community events and forums.
<b>7.0</b>	<b>SAFETY AND RISK MANAGEMENT</b>
7.1	Be aware of, and ensure compliance with mandatory education competencies, Occupational Health & Safety laws and regulations, emergency and environmental management requirements and department procedures in accordance with WWHS policies and protocols.
7.2	Ensure a healthy, safe and just work environment is maintained that protects clients, staff, visitors, facilities, equipment and the environment.
<b>8.0</b>	<b>COMMUNICATION</b>
8.1	Be aware of and practice according to the West Wimmera Health Service mission, vision and values.
8.2	Communicate with and involve relevant specialist staff (for example allied health, dental, early years) and external agencies (for example universities, professional bodies/associations, government and private health organisations) in the development of health promotion programs and services.
8.3	Disseminate health promotion information to other health care workers to participate in a team approach to client care.
8.4	Participate in the development and review of communicated resources, such as social media as needed.
8.5	Attend meetings with peers and committees as necessary.
<b>9.0</b>	<b>APPRAISAL</b>
9.1	Initial performance appraisal – 3 months after appointment. Thereafter – 12 monthly.
<b>10.0</b>	Other reasonable duties as directed by the Health Promotion Manager and/or Executive Director of Community Health

**KEY SELECTION CRITERIA:**

1. Qualifications in Health Promotion, Public Health, Nursing, Dietetics or other relevant discipline.
2. Experience in health promotion program planning, implementation and evaluation, and in the coordination of health promotion activities.
3. Ability to identify and develop effective partnerships with appropriate stakeholders and organisations, in order to facilitate collaborative action and achieve outcomes for communities.
4. Excellent communication (written and verbal) and interpersonal skills, including report and resource writing skills, and the ability to adapt communication to suit audiences of diverse health literacy.
5. Competence in using computer programs including Microsoft Word, Excel, Outlook, etc. and technology systems for literature review.
6. Demonstrated knowledge and understanding of contemporary health promotion theory and practice.
7. High level of autonomy, time management and organisational skills.
8. Current Driver Licence.

**OTHER DESIRABLE SKILLS / KNOWLEDGE / EXPERIENCE:**

1. Experience working in a rural setting
2. Post graduate qualifications
3. Experience with needs assessment, and evidence based strategies appropriate to a diverse range of people (culture, socio economic, geographic etc).

**MANDATORY REQUIREMENTS (IF SUCCESSFUL)**

1. Police check
2. Working with children's check
3. Disability Worker Exclusion Scheme Check
4. Signing of Confidentiality Declaration prior to employment.

**OTHER RELEVANT INFORMATION:**

1. WWHS includes multiple sites- Nhill, Rainbow, Jeparit, Kaniva, Goroke, Natimuk, Minyip, Murtoa and Rupanyup. The base site may be negotiated.
2. Flexibility of work hours may be negotiated, and some out of hours work may be required.
3. Further Professional Development is encouraged and supported as per the relevant Award / Enterprise Agreement.

**CERTIFICATION:**

The details contained in this document are an accurate portrayal of the duties, responsibilities and other requirements of the position.

**Signature:**

**Signature:**

.....  
**Health Promotion Officer**

.....  
**Executive Director of Community Health**

**Date:**

**Date:**