



Job Title:	Health Promotions Officer	Reports to:	CEO
Location:	Suite 8 & 9 Alison Rd, Wyong NSW 2259	Direct Reports:	NIL

ORGANISATION STATEMENT OF PURPOSE

We aim to provide high quality patient and family centred health care services to the Aboriginal and Torres Strait islander communities of the NSW Central Coast Darkinjung country. To address the real and diverse health needs of our community we aim to provide holistic, comprehensive and culturally responsive care to our patients and clients.

Program Purpose:	To improve health outcomes for the Aboriginal communities of the NSW Central Coast, Darkinjung country by implementing preventative and public health strategies
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Position Purpose:	The Health Promotions Project Officer will work to improve the health of the Aboriginal and Torres Strait Islander population of the Central Coast, Darkinjung country by contributing to a program of work addressing population health priorities as determined by Yerin Aboriginal Health Services Ltd. and population health goals. The Health Promotions Officer is responsible for the planning, development and implementation of health promotion projects using a variety of strategies.
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The Health Promotions Project Officer is responsible for but not limited to;

- To support the provision of culturally appropriate services and programs for Aboriginal and Torres Strait Islander people with cancer,
- Develop and deliver specific Public Health Programs to address identified health inconsistencies in the local Aboriginal community,
- Establish and maintain relationships with all key health related stakeholders in the catchment area Central Coast Council LGA
- To facilitate service linkages and relationships between the organisation and other mainstream services,
- Work in collaboration with the local community to ensure local Aboriginal involvement in planning and decision making
- Develop and promote internal linkages between teams within Yerin Eleanor Duncan Aboriginal Health Services
- Focus on health literacy, community education and prevention
- Increasing access to services and support for Aboriginal people with cancer



KEY ORGANISATIONAL RELATIONSHIPS/ INTERACTIONS

To achieve the objectives of this role, the Health Promotions Officer needs to foster productive working relationships with the following stakeholders:

Internal Relationships	External Relationships
<ul style="list-style-type: none"> • CEO • Programs Manager • Business Manager • Practice Manager • All Yerin Eleanor Duncan Aboriginal Services Teams • Yerin Eleanor Duncan Aboriginal Health, community engagement steering committee 	<ul style="list-style-type: none"> • Whole Community • All relevant health stakeholders, both Aboriginal specific and mainstream services in Central Coast LGA

JOB OUTPUTS & MEASURES

KEY RESULT AREAS	TASKS	MEASURES
<p><u>Service Delivery</u> Planning, development, implementation, evaluation and dissemination of projects to the Aboriginal and Torres Strait Islander community</p>	<ul style="list-style-type: none"> • Plan, implement and evaluate health promotion initiatives to improve the health status of Aboriginal and Torres Strait Islander people with cancer • Develop and implement a Health Promotions plan to include culturally appropriate resources, campaign activity and community engagement activities • Promotion through existing communication strategies 	<ul style="list-style-type: none"> • Develop public health information sessions to address the identified public health issues • % of clients actively engaged in regular health literacy sessions • Evidence of research and literature to highlight impact of projects delivered • Client feedback loops, qualitative and quantitative evidence procedures in graph form



	<ul style="list-style-type: none">• Determine evaluation framework and methodology• Data review, monitoring of access, service referral and appropriate follow-up• Access and develop appropriate resources and disseminate same in relevant settings• Utilise available evidence and resources to achieve outcomes in line with health promotion goals• Contribute to the development and maintenance of partnerships with stakeholders in key settings• Contribute to project planning, report writing and publications as applicable• Participate in organisation wide team meetings, collaborative planning activities and quality assurance activities• Deliver health promotion activities that may include weekend and after hours work	
Advisory	<ul style="list-style-type: none">• Utilise research, personal approach, group presentations, print and electronic media, community and organisational action, new IT resource developments as means	<ul style="list-style-type: none">• Actively participate and contribute to a working environment• Communicates openly and directly with the Yerin teams• No of community presentations



	<p>to achieving health promotions goals</p> <ul style="list-style-type: none"> • Work with other parts of Yerin EDAHC and with other organisations and individuals in such programs • Maintain high attention to detail to ensure practical considerations of plans and activities are highlighted, gaps in information are identified and logical approaches are taken 	<ul style="list-style-type: none"> • No of group presentations • Reporting, data analysis and evidence of outcomes and outputs
Administration	<ul style="list-style-type: none"> • Undertake a variety of administrative duties as required • Collect data and keep records as required • Manage any resources in an honest and effective manner • Maintain a working knowledge of current Health Promotion theory and best practice • Attend staff development programs as organised • Participate in major team projects • Participate in CQI • Other duties as requested by Manager or Coordinator 	<ul style="list-style-type: none"> • Resources being used in a cost-effective manner • All data is collected and used in an informative manner • Evidence of using CQI, best practice in community in line with Health Promotion theory • Actively participating in all major team projects
<p>Linkages Maintain and enhance internal and external service links to ensure continuity of care</p>	<ul style="list-style-type: none"> • Develop links with a range of external service providers • Assist to support good linkages across the different teams of the organisation 	<ul style="list-style-type: none"> • Number of formalised linkages developed • Number of introductions



	<ul style="list-style-type: none"> • Assist in introducing new staff to relevant service providers 	
<p>Reporting Maintain accurate data for inclusion in the quarterly NSW Cancer Institute reporting requirement</p>	<ul style="list-style-type: none"> • Keep accurate records of the service activities as outlined in the action plan . 	<ul style="list-style-type: none"> • Reports submitted by due date
<p>Work Health & Safety</p>	<ul style="list-style-type: none"> • must identify and comply with relevant State or Territory Laws including the Commonwealth or State/Territory legislation on: • WHS, workplace harassment; victimisation and bullying; anti-discrimination, including racial vilification; disability discrimination • Identify hazards and report them to the responsible managers • Ensure the relevant Acts and Regulations that apply to working conditions and the work environment are observed and enforced • Follow safe systems of work • Attend and abide by safety information, training and direction from management and/or WHS nominated representatives 	<ul style="list-style-type: none"> • Any WHS incidents are reported accurately to the relevant state insurer, in line with legislation timing • A proactive approach is taken to WHS and prevention of accidents and injuries in the workplace
<p>Confidentiality</p>	<ul style="list-style-type: none"> • Ensure all confidential and sensitive information related to your employment or other employees, known to you, are kept confidential 	<ul style="list-style-type: none"> • Confidentiality is maintained at all times



PERSON SPECIFICATION – COMPETENCIES REQUIRED FOR THE POSITION

Essential SKILLS	Desirable Skills
<ul style="list-style-type: none">• Aboriginality• Awareness of issues affecting the local Aboriginal Community with demonstrated experience working in Aboriginal communities• Previous experience in the delivery of health promotion services or demonstrated knowledge of the requirements for implementation of these programs.• Experience in the development, implementation and evaluation of Public Health education programs.• Demonstrated high level interpersonal, organisational and communication skills (written and verbal), including the ability to conduct engaging presentations to a range of audiences• demonstrated effective organisational skills including managing competing priorities, problem solving and an ability to work as part of a team• word processing and computer skills including word processing, database, spreadsheets, electronic mail and internet and data collection skills including maintaining of client records• proven ability in stakeholder managing in Aboriginal community settings,	



<p>including building relationships, addressing stakeholder issues and needs, and implementing innovative solutions to overcome barriers</p> <ul style="list-style-type: none">• demonstrates flexibility and adaptability in delivering services to community• current drivers' licence• Current NSW working with children check	
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This Position Description is agreed by:

Manager's Signature		Date:	
Position Holder's Signature		Date:	