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| **Position Title** | Health Promotion Officer |
| **Position Number** | N6028 |
| **Department** | Community Services |
| **Classification** | Grade 1 (Discipline and yrs experience specific) |
| **Agreement**  | Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-20  |
| **Reports to:** | Health Promotion Team Leader |

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| **POSITION DESCRIPTION** |  |

**Position Purpose:**

Improve the health and wellbeing of people in the Ararat Rural City’s catchment, using a social model of health, focussing on:

1. Improving health inequalities and inequities for the local population using a collective impact model.
2. Developing and supporting local partnerships to broaden the local response to health inequalities.
3. Working within the Department of Families, Fairness and Housing (DFFH) prevention framework.
4. Contributing to the development, implementation and evaluation of the Regional Prevention Plan while considering the local Municipal Health and Wellbeing Plan and regional health priorities.

**Department / Unit Specific Overview**

East Grampians Health Service aims to meet the needs of the community by offering a vast array of services to the Ararat rural community. We offer outreach services to Willaura as well as Bush Nursing Centres in Lake Bolac and Elmhurst, and provide contracted clinical services to specialist and correctional facilities in the immediate region. Our services include Dental, Physiotherapy, Exercise Physiology, Occupational Therapy, Podiatry, Speech Pathology, Dietetics, Diabetes Education and Social Work. These services support other clinical areas including our acute and residential aged care patients/residents. Our community health centre also hosts clinics and consulting for visiting surgeons and specialist nursing services.

**Our Values**

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| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Integrity.jpg** | **Integrity** | We value integrity, honesty and respect in all relationships |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Excellence.jpg** | **Excellence** | We value excellence as the appropriate standard for all services and practices |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Community.jpg** | **Community** | We respect the dignity and rights of our community and acknowledge their beliefs, regardless of their cultural, spiritual or socioeconomic background |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Working_Together.jpg** | **Working Together** | We value equally all people who make a contribution to EGHS to achieve shared goals |
| **Description: Description: S:\Health Information Management\EGHS Icons\EGHS_Learning_Culture.jpg** | **Learning Culture** | We strive to continually lead and develop through education, training, mentoring and by teaching others. |

**Organisational Context**

East Grampians Health Service is a rural health service located in Ararat and Willaura in Western Victoria and is an integral part of a thriving community that is committed to quality services providing health and wellbeing to people of all backgrounds.

Serving a diverse community, East Grampians Health Service delivers an extensive range of acute, residential, home and community based services. We strive to continually improve our services to best meet the needs of our patients, residents and the community.

**Our Vision**

To be leaders in rural health care

**Our Strategic direction**

EGHS strategic plan 2019-22 mirrors the Victorian Government Health 2040; Advancing Health, Access and Care guidelines and is underpinned by our organisational values and behaviours - ‘improving our communities health and quality of life through strong partnerships and by responding to changing needs’. We incorporate our opportunities through Better Health, Better Access, and Better Care, which are pivotal in achieving our vision of being ‘leaders in rural health care’:

**BETTER HEALTH**

* A system geared to prevention as much as treatment
* Everyone understands their own health risks
* Illness is detected and managed early
* Healthy neighbourhoods and communities encourage healthy lifestyle

**BETTER ACCESS**

* Care is always there when people need it
* More access to care in the home and community
* People are connected to the full range of care and support they need
* There is fair access to care

**BETTER CARE**

* Target zero avoidable harm
* Healthcare that focuses on outcomes
* People are active partners in care
* Care fits together around people’s needs

**Organisational Responsibilities**

* Be aware of and work in accordance with EGHS policies and procedures, including:

[Victorian Public Sector - Code of Conduct](http://intranet.eghs.net.au/Files/Human%20Resources/Victorian%20Public%20Sector%20-%20Code%20of%20Conduct.pdf)

[Confidentiality, Security and Management of Information - SOPP 24.02](http://intranet.eghs.net.au/Files/Policies/CONFIDENTIALITY%2C%20SECURITY%20AND%20MANAGEMENT%20OF%20INFORMATION%20-%20SOPP%2024.02.pdf)

[Hand Hygiene - SOPP 70.18](http://intranet.eghs.net.au/Files/Policies/HAND%20HYGIENE%20-%20SOPP%2070.18.pdf)

[Occupational Health and Safety - SOPP 72.09](http://intranet.eghs.net.au/Files/Policies/OCCUPATIONAL%20HEALTH%20AND%20SAFETY%20-%20SOPP%2072.09.pdf)

[Person Centred Care - SOPP 60.20](http://intranet.eghs.net.au/Files/Policies/PERSON%20CENTRED%20CARE%20-%20SOPP%2060.20.pdf)

[Safety - SOPP 72.13](http://intranet.eghs.net.au/Files/Policies/SAFETY%20-%20SOPP%2072.13.pdf)

[Performance Development policy - SOPP 35.27](http://intranet.eghs.net.au/Files/Policies/PERFORMANCE%20DEVELOPMENT%20POLICY%20-%20SOPP%2035.27.pdf)

[Risk Management - SOPP 74.01](http://intranet.eghs.net.au/Files/Policies/RISK%20MANAGEMENT%20-%20SOPP%2074.01.pdf)

* Be respectful of the needs of patients, visitors and other staff and maintain a professional approach in all interactions, creating exceptional experiences.
* Be aware of the National Safety and Quality Health Service Standards and all other standards as it relates your area of work and associated accreditation.
* Undertake other duties as directed that meet relevant standards and recognised practice.
* Agree to provide evidence of a valid employment Working with Children Check and provide the necessary details for East Grampians Health Service to undertake a national Police check.
* All staff are expected to identify and report incidents, potential for error and near misses and supports staff to learn how to improve the knowledge systems and processes to create a safe and supportive environment for staff and patients.
* Contribute to a positive and supportive learning culture and environment for health professional students and learners at all levels.
* Participate in all mandatory education and orientation sessions as outlined by EGHS.
* East Grampians Health Service is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination.

EGHS reserves the right to modify position descriptions as required. Staff will be consulted when this occurs.

**Responsibilities and Major Activities**

* Actively participate in the development, implementation and evaluation of the Grampians Pyrenees Regional Prevention Plan
* Deliver health promotion strategies that align with the key health promotion priorities in the above plans with a primary prevention focus
* Develop, strengthen and maintain collaborative relationships with key stakeholders, including but not limited to, councils, Primary Care Partnerships, community groups, local businesses, organisations and schools
* Attend relevant meetings, conferences, workshops and training which align with regional priorities and plans as required
* Contribute to organisational capacity building for health promotion and primary prevention.
* Participate in student supervision as appropriate

**Key Performance Indicators**

Key performance measures are how you will be measured as to meeting the responsibilities of the position listed above. These measures will be used as a part of the Personal Development Plan (PDP) to be commenced within the first six months of the appointment and then to be reviewed on an annual basis.

* Demonstrates practice within the Vision, Mission and Values of EGHS.
* Demonstrate an ability to work and communicate with a wide range of stakeholders
* Develop clear and achievable project / action plans with appropriate consultation
* Strategies implemented in a systematic and timely way, meeting all milestones and deliverables
* Contribute to the preparation of reports and related materials to ensure timely submission to DFFS.
* Keep up to date with health promotion literature and apply evidence based practice and emerging trends.
* Participate as an active member of a team.

Key Selection Criteria

**Essential Criteria:**

1. A tertiary qualification in health promotion, public health or relevant discipline (eg. Allied Health)
2. Demonstrated skills and experience in current health promotion and prevention planning, implementation and evaluation methods
3. Commitment to working within a social model of health and demonstrated knowledge and understanding of health promotion literature, evidenced based practice and emerging trends
4. Knowledge and understanding of local and regional health issues and inequities preventing population groups from obtaining good health
5. Strong organisational skills including capacity to be proactive and use initiative, set priorities and to plan and act to achieve desired outcomes within specific timeframes.
6. Highly developed interpersonal and communications skills and ability to develop strong effective relationships and partnerships with internal and external stakeholders.

Must comply to having or completion of:

* National Police Check (renewed every 3 years)
* Working with Children Check (renewed every 5 years)
* Immunisation requirements (annually)

**Acknowledgement**

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| Employee Name |
| Employee Signature | Date |
|  |  |
| Manager Name |  |
| Manager Signature  | Date |
|  |  |
| Developed Date May 2021 |  |
| Developed By Sally Philip | Title Director Community Services |
| Date of next review May 2022 |  |