

Position Description - Health Promotion Coordinator

Position	Health Promotion Coordinator
Classification	Community Development Worker
Award	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2016-2020 or relevant EA as determined, dependent upon qualifications
Reports to	Community Health Team Leader
Direct reports	NA
Key relationships	Community Health Team
Hours of Work	Part Time - Full time, (0.8 – 1.0 EFT)

About Rural Northwest Health

Rural Northwest Health employs 290 team members across the campuses of Warracknabeal, Beulah and Hopetoun. The organisation has a total of 90 residential aged care (RAC) beds, including 15 in the award-winning memory support unit, 16 acute beds and all three centres have a broad range of community health services keeping our community well at home. The population of the communities served by Rural Northwest Health is about 5000 people within the Yarriambiack Shire.

Rural Northwest Health is committed to achieving optimal health and wellbeing outcomes for all residing in the Wimmera Mallee community. We believe that our clients and residents are entitled to quality health care that respects their dignity, beliefs and rights regardless of their cultural, spiritual or socio-economic background.

We have two significant strategic areas which are:

- Build business capability
- Respond bravely and innovatively to opportunities that improve local health outcomes

Position summary

The Health Promotion Coordinator is responsible for delivering a range of best-practice health promotion initiatives and education opportunities to community and team members aligning with the Rural Northwest Health strategic plan and community needs.

The position will be involved in a number of initiatives across our communities aimed at establishing health promoting environments that support people to achieve their best health outcomes.

Key responsibilities

- The Health Promotion Coordinator is responsible for supporting a range of programs, strategies, partnerships and networks aimed at creating environments to make the healthy choice the easy choice.
- To engage with community and team members to enable them to make informed decisions that positively impact their health and wellbeing.
- Work closely with and leverage the skills of the Community Health team to deliver innovative health promotion practice.

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Key position accountabilities

Leadership and governance

- Plan, develop, deliver and evaluate health promoting systems, settings and activities that are based on identified need, contribute toward the Rural Northwest Health Integrated Health Promotion plan and are supported by evidence-based research.
- To actively initiate and facilitate the development of strong and effective collaboration and partnership with organisations and community members to empower health promoting communities.
- Deliver strategic and targeted health promotion activities across the catchment area.
- Effective prioritisation of projects and meeting of timelines.
- Maintain practice within framework established by legislation, national and state policy.
- Understand, comply with and adhere to Rural Northwest Health guidelines, principles, policies and procedures.

Quality and Safety

- Support a culture of performance improvement and evaluation.
- Maintain workplace safety and reduction of workplace injuries.
- Accurately report any incidents, hazards and near misses in a timely and professional manner.
- Responsible for the safe use of equipment – this includes using equipment within standard operating guidelines and not using unsafe equipment.

Personal and professional development

- Recognise and seek assistance from other relevant team members when tasks fall outside of ability or area of responsibility.
- Demonstrate an ongoing commitment to personal and professional development.
- Participate in essential or mandatory training annually.

Information management

- Ensure compliance with legislative requirements related to documentation and information pertaining to residents, patients, clients and team members, and the operations for all Rural Northwest facilities.
- Utilise information technology as appropriate in the performance of the role.

Key selection criteria

Essential

1. Tertiary qualification in Health Promotion, Public Health, Community Development, Health Sciences or related discipline.
2. Minimum 2 years' relevant experience working in a similar role.
3. Well-developed project managements skills including scoping, planning, implementing and evaluating health promotion initiatives.
4. Knowledge and understanding of systems thinking, the social model of health and the determinants of health and their impact on population health.
5. Demonstrated ability to build and maintain effective partnerships with internal and external stakeholders from a broad range of backgrounds and industry sectors.

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6. Excellent written and verbal communication skills, including social marketing and group presentation skills.
 7. Ability to promote, communicate, mobilise and empower community members and stakeholders to achieve improved health and wellbeing outcomes.
 8. Ability to manage time effectively, balance competing work priorities and meet deadlines.
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Certificates, licenses and registrations

- Current employee police check (dated within 12 months of commencement date)
 - Current employee working with Children's check.
 - Current driver's licence.
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Employee declaration

I declare that I understand the position description and the requirements of this position. I declare that I have the capabilities to fulfil the key responsibility areas of this position.

I understand that the information provided in this document is a general outline and does not encompass all aspects of the position.

Employee signature _____

Employee name (please print) _____ Date ____/____/____

Manager signature _____

Manager name (please print) _____ Date ____/____/____