Position Description – Health Promotion Officer

***Position Details***

Position Title: Health Promotion Officer

Work Area: Clinical

Reports to: Health Services Manager, Pintupi Homelands Health Service

Probation Period: 3 months

Position Term: 12 Month Fixed Term Contract. Renewed annually subject to funding

***Role:***

Responsible for the development and implementation of a Healthy Youth Program to provide a preventative health program targeting the youth (15-24) and youth adults (15-24). The additional services will give access to a profile of the population that is often difficult to encounter and are at a level of high risk in developing a chronic disease. The key activities listed above will help to improve access to the health service for this specific target group. This will lead to an increased uptake of ATSI health checks, focused follow-up health checks of identified at risk individuals, and a designated preventative health education program.

The position will facilitate the Healthy Youth Program to improve the health of people of Kintore Community through a coordinated population health approach in line with clinical and strategic directions of PHHS.

***Duty Statement:***

1. *Community Inclusion*

* provision of culturally safe and appropriate programs in accordance with community consultation to address health and well-being
* consultation and engagement of Indigenous members of community on various health education activities and programs
* Provision of training and assistance for community members to take on aspects of the programs to ensure sustainability

1. *Service Delivery*

* Develops communication objectives in relation to community health issues.
* Identifies the clientele most at need or risk and establishes the most appropriate method to reach that clientele.
* Enhance engagement and participation of clients 15-24 and 25-34 age group as it pertains to overweight and obesity
* Increase health assessments of the 15-34 age group
* Facilitate and support clients to ensure access to specialists and allied health services
* Maintain a client focused approach for the delivery of the program
* Provision of community driven health promotion and education focusing on preventative health, diabetes, renal and cardiovascular disease
* Work in conjunction with relevant stakeholders to provide gender-specific individual support and case management especially for young people
* Work in partnership with the store and CDP to educate and assist others in good eating habits and lifestyle issues
* Prepares publicity and or presentations on health issues including facilitation of workshops incorporating basic nutrition, health and hygiene principles
* Sets up displays and resources on health issues.
* Implementation of exercise programs in accordance to the level of fitness of individual client.

1. *Governance and Leadership*

* Lead the health promotion and education program.
* Role-modelling and ongoing education of healthy lifestyle habits
* Deliver services to the highest possible standards of culturally safe and appropriate programs and services to clients;
* Contribute to the overall operation and strategic development of PHHSAC to secure effective programs and services;
* Participate and contribute to PHHS quality programs and improvement initiatives
* Adherence to relevant standards, guidelines, laws, legislations and organisational policies & procedures

***Essential Selection Criteria***

* Minimum of an appropriate degree of a recognised University or College of Advanced Education requiring a minimum of three years full time study or other qualifications deemed equivalent (i.e. Relevant tertiary qualifications in a health promotion, public health, education, community development or an allied health discipline).
* Demonstrated knowledge, skills and abilities in health education and/or health promotion theory and evidence based practice
* Demonstrated knowledge, skills and abilities and experience in health education and/or health promotion planning, implementation, evaluation and dissemination
* Effective verbal and written communication skills with demonstrated ability to establish and maintain community, government and non-government partnerships
* Demonstrated high level of organisational and team skills including ability to work on a variety of projects simultaneously
* Demonstrated skills in use of common computer packages preferably Microsoft Office, MS Outlook
* Current Driver’s Licence and ability to travel as required

***Desirable Selection Criteria***

* Relevant experience working with Indigenous people
* Understanding and adherence to the principles of Aboriginal Community Controlled Health Organisations (ACCHO)
* Tertiary qualification in Public Health, Community Development or a health related field
* Understanding of the principles of Continuous Quality Improvement and their application in a health care setting
* Certificate IV in Workplace Training and Assessment or willingness to obtain it

***Employment Conditions***

* Development of a culture consistent with the mission, vision, core values, strategies and processes of Pintupi Homelands Health Service
* Follow PHHS policy and procedures;
* Actively participate in the Quality Management System of PHHS;
* The position holder must obey the employment contract (which includes code of conduct, WHS requirements, various conditions of employment, etc.);
* Employment with PHHS is conditional upon the employee obtaining a NT Ochre Card (Working with Children) and also National Police Check (Criminal History Check), in line with PHHS policies for employment of staff;
* Willingness to travel and out of hours work is required;
* Housing is allocated per PHHS position. Employees are required to vacate their house for ‘relief worker’ for the duration of their leave – recreation, annual and study

***Acceptance Declaration***

I, the undersigned, have read, understood and agree to the duties of PHHS as contained in this job description, adhere to the Policies and Procedures and proactively participate and positively promote the Quality Management System of PHHS. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

The employee job description for my position describes the general duties of my job, and I understand that I am responsible for performing those duties as well as other related duties as assigned which may not be listed.

I represent that I have the qualifications, required licence, registration, permits, professionalism, respect and maturity to handle responsibilities outlined within. It is my duty to inform the management of PHHS of any changes in my qualifications, required licence, registration and permits. Furthermore, I understand that my disclosure of the unforeseen changes will not secure my employment with PHHS which may result in the dismissal and/or immediate termination of my employment with PHHS.

Accepted by the Employee:

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Printed Name Signature Date

I have carefully read and reviewed this Position Description and are satisfied that it fully and accurately describes the requirements of the position.

Acknowledge by the Chief Executive Officer:

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Printed Name Signature Date