

POSITION DESCRIPTION

Health Promotion Coordinator

Reports to:	General Manager Clinical Services
Division:	Clinical Services
Direct Reports:	Tackling Indigenous Smoking Officers RHD Health Promotion Officer
Award:	Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020
Classification:	Aboriginal and/or Torres Strait Islander Health Worker / Community Health Worker - Administrative employee, Grade 6 - Level 1-5
Approved by:	Chief Executive Officer
Date approved:	26 April 2023

ORGANISATIONAL CONTEXT

The Broome Regional Aboriginal Medical Service (**BRAMS**) is an Aboriginal Community Controlled Health Service which has been caring for the Broome community for more than 40 years. When we first opened our doors in 1978, BRAMS was the first remote Aboriginal Medical Service in Western Australia.

BRAMS provides comprehensive, holistic and culturally responsive primary health care, social and emotional wellbeing services, and NDIS support to Aboriginal people living in Broome. BRAMS delivers more than 40,000 of occasions of service each year. BRAMS delivers services in accordance with our Model of Care.

Our Vision

Healthy People – Strong Community – Bright Future

Our Mission

Provide holistic and culturally responsive health and wellbeing services for Aboriginal and Torres Strait Islander People. That means making our Mob healthy.

POSITION PURPOSE

The Health Promotion Coordinator will work within the Clinical Service division, reporting to the General Manager Clinical Services. The Health Promotion Coordinator will lead a small team of health promotion officers to promote, undertake and support a range of programs, activities and workshops; and contribute to the development and provision of community education and engagement. The health promotions team has a specific focus on tobacco, vaping and RHD. This position will involve a high level of engagement and collaboration with key stakeholders.

KEY RESULT AREAS	MAIN DUTIES
Service Delivery	<p>Lead and coordinate activities in accordance with funding guidelines and organisational policies and procedures including but not limited to:</p> <ul style="list-style-type: none"> > Develop, plan, deliver and evaluate health promotion and community events to support anti-smoking, including social marketing and prevention campaigns. > Develop, plan, deliver and evaluate health promotion and community events to support RHD awareness and other health topics as identified by the Executive Management Team. > Ensure all health promotion events and education programs are planned, delivered and evaluated in accordance with the Health Promotion and Events Management Policy. > Ensure the program is responsive to the needs of the community through regular collection of feedback. > Collect and report on data to assist in the evaluation of the outcomes of the program. > Coordinate a monthly calendar of events. > Provide monthly reports to the Clinical Services General Manager. > Participate in Kimberley Tackling Indigenous Smoking meetings and other health promotion forums.
Team Support	<p>Provide support, leadership and management to the Health Promotion Officers including but not limited to:</p> <ul style="list-style-type: none"> > Clearly define roles and responsibilities, open communication processes and ongoing performance monitoring. > Ensure the TIS team fosters productive relationships with all clinical and family and community services staff. > Undertake probation and annual reviews. > Ensure all staff complete mandatory training.
Stakeholder Engagement	<p>Work collaboratively with partners and key stakeholders including but not limited to:</p> <ul style="list-style-type: none"> > Attend and participate in meetings, networks and forums relevant to the position. > Engage with community members and other service providers to encourage involvement in planning and delivery of TIS strategies and participation in program initiatives.

Continuous Improvement

Comply with legislation and internal policies and procedures including but not limited to:

- > Engage in and implement continuous quality improvement activities.
- > Ensure a safe working environment for self and others, be engaged in activities to help prevent injuries and illnesses and be accountable for workplace health and safety requirements.
- > Report against program and work objectives and other measurable outcomes, as required.

The duties outlined in this Position Description are not exhaustive and are only an indication of the work of the role. BRAMS reserves the right to vary the Position Description.

KEY PERFORMANCE INDICATORS

The employee will be required to participate in the development of an individual workplan which will include key result areas associated with their position and a requirement to demonstrate appropriate behaviours which reflect a commitment to BRAMS values and strategic directions.

KEY RELATIONSHIPS

Internal

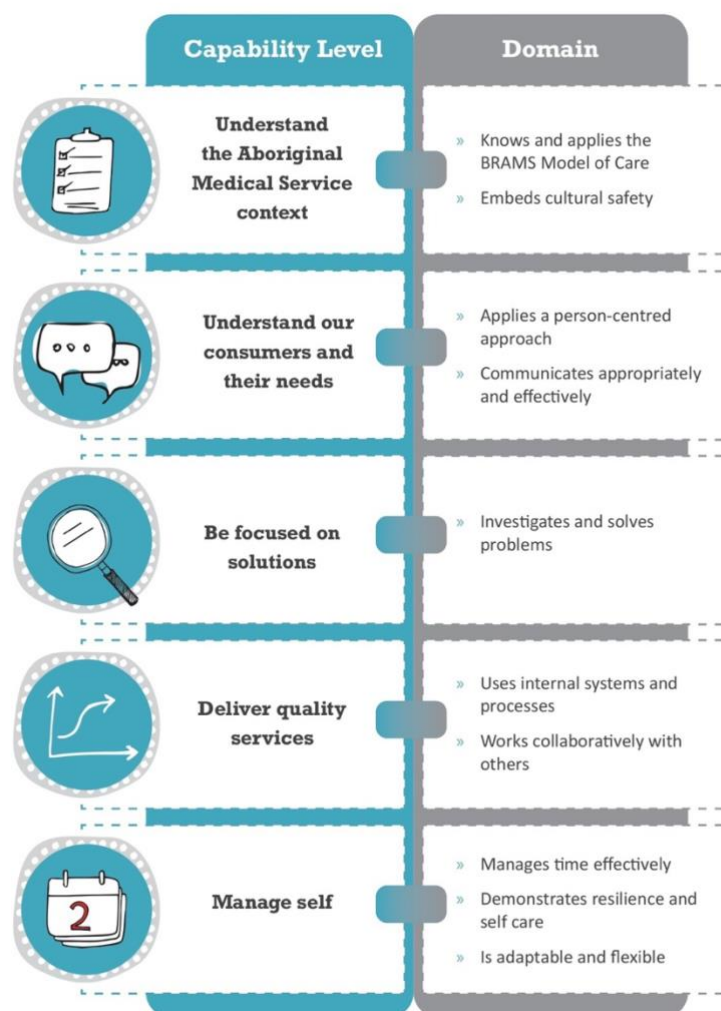
CEO	The CEO may make day to day requests for support and information from the Health Promotions Coordinator relating to the TIS Program.
General Manager Clinical Services	The General Manager Clinical Services is the first point of contact for the overall direction of work and will provide support to the Health Promotions Coordinator.
BRAMS Managers, Team Leaders and Employees	The Health Promotions Coordinator will interact closely with Employees, Team Leaders and other Senior Managers to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback.

External

Community and External Stakeholders	The Health Promotions Officer will develop and maintain strong links with external stakeholders, community organisations and the Aboriginal community in the Broome region.
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WORKFORCE CAPABILITY FRAMEWORK






BRAMS is operating in a rapidly changing environment which requires our workforce to build capabilities and quality to enable - and drive - sector reforms, particularly the Closing the Gap initiative. These stages of work can be thought of as 'domains', and are intended to be consistent with BRAMS' Model of Care. Each domain comprises several capabilities that enable BRAMS staff to achieve the objectives of that stage of work. These domains and capabilities combine to form the capability framework for BRAMS.



CAPABILITY LEVELS FOR THE POSITION

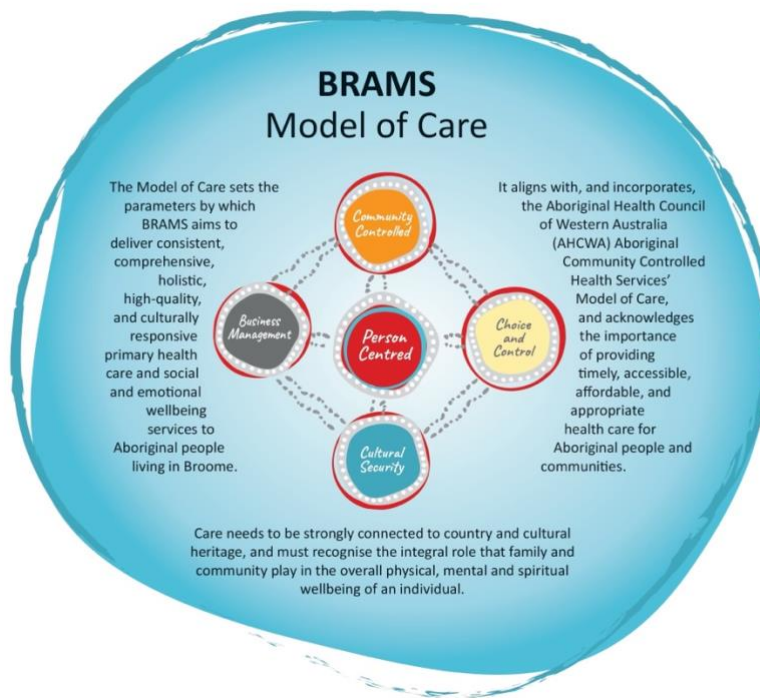
Capability levels for the position are as follows and reflect a progressive increase in complexity and skill:

Foundational > Established > Leading

CAPABILITY	DOMAIN	LEVEL
 Understand the Aboriginal Medical Service context	Knows and applies the BRAMS Model of Care	ESTABLISHED
	Embeds cultural safety	ESTABLISHED
 Understands our consumers and their needs	Applies a person-centred approach	ESTABLISHED
	Communicates appropriately and effectively	ESTABLISHED
 Be focused on solutions	Investigates and solves problems	ESTABLISHED
 Deliver quality service	Uses internal systems and processes	ESTABLISHED
	Works collaboratively with others	ESTABLISHED
 Manage self	Manages time effectively	ESTABLISHED
	Demonstrates resilience and self-care	ESTABLISHED
	Is adaptable and flexible	ESTABLISHED

BRAMS MODEL OF CARE

The BRAMS Model of Care is an expression of our collective goals of delivering high quality comprehensive health and wellbeing for Aboriginal people. Our Model of Care is defined in the figure below.



VALUES

The values of BRAMS are used to indicate the type of conduct required by our employees and the conduct that our consumers can expect from our service:

- **Respect:** Treat one another and others with respect.
- **Integrity:** Be truthful, honest and ethical in our dealing with one another and others.
- **Accountability:** Take responsibility for what we do and the decisions we make.
- **Quality:** Provide high quality services that meet the expectations of our clients and the community.

EMPLOYMENT SCREENING

Employees are required to demonstrate that they have undergone appropriate employment screening in accordance with BRAMS Employment Screening Policy. The following checks will be required for this role:

- | | |
|---|--|
| <input checked="" type="checkbox"/> National Police Check | <input checked="" type="checkbox"/> Pre-Employment Medical Assessment |
| <input checked="" type="checkbox"/> Working with Children Check | <input type="checkbox"/> National Disability Insurance Service Check |
| <input type="checkbox"/> AHPRA Verification Check | <input checked="" type="checkbox"/> Drivers Licence Verification Check |
| <input type="checkbox"/> Passenger Transport Driver Check | <input checked="" type="checkbox"/> COVID-19 Vaccination |

SELECTION CRITERIA

Candidates for the position of Health Promotions Coordinator must address the following selection criteria:

Essential Criteria

- > Minimum Certificate IV in Aboriginal Primary Health Care, Community Services or another relevant field.
- > Previous experience leading and managing a team.

Desirable

- > Demonstrated experience in delivering health related programs and services to Aboriginal people and communities.
- > Demonstrated experienced in project work or management, including planning and the ability to develop, implement and evaluate health related programs and community development strategies.
- > A sound knowledge of Aboriginal communities in the Broome region and relevant organisations and a demonstrated understanding of health, and social and emotional wellbeing needs of Aboriginal people.
- > Excellent organisational and time management skills.
- > Previous experience in developing and managing effective networks and relationships, in particular with Aboriginal communities and health sector organisations.
- > Computer proficiency and the ability to use basic computer programs, including the capacity to write reports collect statistical data, develop presentations social marketing and promotional activities.
- > Ability to facilitate meetings, programs and activities.
- > Relevant qualifications in health related fields such as alcohol and other drugs work, mental health or social emotional wellbeing.

ROLE ACCEPTANCE

I have read and understood the responsibilities associated with this role the organisational context and the values of BRAMS as outlined within this document.

Employee Signature:

Date: