

POSITION DESCRIPTION

Health Promotion Officer

This position description describes the scope and skills required of the Health Promotion Officer at Link Health and Community (Link HC). The position description may be subject to periodical reviews.

POSITION:	Health Promotion Officer
DEPARTMENT:	Community Wellbeing & Volunteers
REPORTS TO:	Manager – Health Promotion, Research and Strategy
DIRECT REPORT ACCOUNTABILITY:	N/A

POSITION SUMMARY:

Health promotion is a key component of the services provided by Link HC and is supported by the Department of Health and Human Services (DHHS) and other funding streams. The Health Promotion Officer role forms a part of the Health Promotion, Research and Strategy team and will develop, implement and evaluate projects and conduct research and community consultation in line with Link HC's Integrated Health Promotion (IHP) Strategic Plan and associated annual IHP Action Plans. Our current priority action areas are the Prevention of Violence against Women and Social Inclusion. The Health Promotion Officer will play a key role contributing to Link HC's preventing violence against women agenda inclusive of a focus on gender equity and respectful relationships among young people. The Health Promotion Officer will lead and participate in the development of new initiatives, advocacy and capacity building, including the sourcing of funding. Priority areas are however subject to ongoing review and change as the organisational strategic directions and focus change in line with community need in the Eastern Metropolitan Region.

POSITION ACCOUNTABILITY:

- Actively participate in the development, implementation and evaluation of Link HC's Integrated Health Promotion Plan.
- Deliver health promotion strategies (including capacity building) that align with key health promotion priorities, including specifically the primary prevention of violence against women and gender equity as well as promoting respectful relationships among young people.
- Develop, strengthen and maintain collaborative relationships with key stakeholders (internal and external), as prioritised in the Strategic and Integrated Health Promotion Plan including other community health services and local and state government.
- Ensure a working knowledge of the evidence and assist with community research and analysis of data to support the development of projects and services.
- Contribute to project reporting and evaluation (internal and to funding bodies) as required.
- Participate in the development and dissemination of high quality written and verbal communication activities such as working with our marketing team to support our social media

presence, contributing to Link HC publications and preparation of reports with consideration to using Plain English and appropriate community language/s.

- Contribute to organisational capacity building for health promotion, with a specific focus on gender equity.
- Actively represent Link HC at a range of internal and external networks
- Assist with the identification and sourcing of appropriate funding for priority initiatives and contribute to the writing of funding submissions and reports

PERFORMANCE MEASURES:

- Works proactively and collaboratively with the Manager – Health Promotion, Research and Strategy and organisational staff to plan, implement and evaluate integrated health promotion strategies
- Detailed project/action plans developed, with appropriate consultation and agreed milestones and deliverables
- Strategies implemented in a systematic and timely way, meeting all milestones and deliverables
- Contributes to the preparation of high-quality plans, reports and related materials with appropriate consultation and within agreed timeframes
- Develops strong collaborative partnerships with key stakeholders in the community
- Demonstrates high professional standards as outlined in Link HC's Code of Conduct

ORGANISATIONAL CONTEXT

Link HC is a multi-sited community health service, providing a comprehensive range of health and welfare services primarily to people in the East and South-East of Melbourne and Eastern Victoria.

Link HC provides quality services in line with the program aims, funding guidelines and the Vision and Values of Link HC.

VISION

Link Health and Community's vision is healthier people participating in their communities. The underpinning principles in achieving this vision is that Link HC:

- Recognises the health of individuals and the community, is influenced by social and environmental factors as well as individual's access to health services and plans and delivers our services accordingly
- Recognises that client, community and employee engagement in all aspects of our activities are essential for effective governance
- Strives to provide quality services, in a professional, timely manner to clients from culturally and linguistically diverse backgrounds and to clients who are hearing impaired and use sign language as their primary mode of communication
- Link HC is committed to partnering with other organisations to offer integrated health and wellbeing services that are consistent with state-wide health needs and social priorities

VALUES

Link HC organisational values are:

- We **care** for our community and for the people who use our services
- We **listen** to people who need our services and we advocate for our community
- We provide **accessible**, innovative, and high-quality services and programs
- We **partner** with other organisations to ensure the development and delivery of better services
- We are a **sustainable** organisation, financially, socially and environmentally

OCCUPATIONAL HEALTH AND SAFETY

The position holder has a duty to take reasonable care for the health and safety of themselves and others in accordance with Occupational Health & Safety legislation.

QUALITY AND RISK MANAGEMENT

The position holder has a responsibility to Identify continuous quality improvement opportunities; participate in the development of quality procedures and contribute to internal and external program reviews and audits as required.

The position holder will respond to risk management procedures to minimise any major areas of identified risk and to comply with Link HC OH&S Risk Management Plan.

POLICIES AND PROCEDURES

The position holder will uphold and adhere to Link HC's Code of Conduct and policies and procedures.

QUALIFICATIONS AND EXPERIENCE REQUIRED

Essential

- A tertiary qualification in health promotion, public health, community development or a related discipline
- At least 2-3 years of experience in the planning, implementation and evaluation of evidence-based health promotion activities
- Comprehensive understanding of frameworks for the primary prevention of violence against women, gender equity and respectful relationships, preferably with recent experience working in this area
- Commitment to working within a social model of health and demonstrated knowledge of contemporary health promotion theory and practice, settings-based approaches, emerging issues and trends and evidence-based practice
- Demonstrated ability in using participatory approaches to engage and co-design initiatives and a sound knowledge of evaluation practices

- Highly developed interpersonal and communication skills (e.g. liaison, negotiation, advocacy, written reports) and ability to develop strong and effective relationships and partnerships with internal and external stakeholders including community members
- Strong organisational skills including the capacity to be proactive and use initiative, set priorities and to plan and act to achieve desired outcomes within specific timeframes.
- Intermediate computer skills in Microsoft Word, Outlook, Excel and Internet Explorer
- Current Victorian Driver's license and ability to drive a car

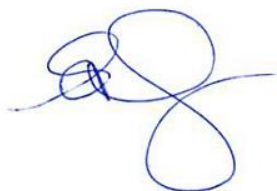
Desirable

- An understanding of community health principles and asset-based community development
- Experience in working with young people and settings within which they may engage (e.g. schools)
- Understanding of the needs, issues, and sensitivities of people from culturally and linguistically different backgrounds.
- Knowledge of the Eastern Metropolitan Region

Mandatory Requirements

- Current National police check
- An International police check, if the position holder has worked overseas for a period of 12 months in the last 10 years
- Working with Children check
- Australian Tertiary qualification (as determined) or documentation pertaining to an overseas tertiary qualification stating Australian equivalency
- Registration with a regulatory body or equivalent professional membership (as determined)
- Working rights within Australia
- Disclosure of any pre-existing injuries or disease that might prohibit your ability to fulfil the inherent requirements of the role

Approved:

A handwritten signature in blue ink, consisting of a series of loops and a final horizontal stroke.

Sally-Ann Nadj
Director - Executive Office

I acknowledge and agree that the above position description is an accurate reflection of the Health Promotion Officer

Signed:

Employee

Name:

Date:

Link HC is committed to living our organisations values and ensuring a safe environment for our staff, people using our services and people visiting our locations. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander peoples, Culturally and Linguistically Diverse backgrounds and the LGBTIQ community to join our workforce. Link HC will adhere to Equal Employment Opportunity and Gender Equity principles. To this end, Link HC will not discriminate on the basis of age, sex, gender identity, sexual orientation, marital status, disability, physical features, Aboriginal and Torres Strait Islander status, cultural background, country of birth, religious beliefs, political beliefs, carer status, pregnancy or breastfeeding.