

Position overview

Position title:	Health Promotion Officer
Department:	Allied Health
Directorate:	Primary Health Care
Classification:	TBD – dependent on qualifications
Enterprise Agreement:	Allied Health Professions (Victoria Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
Reports to:	Community Health Manager

About us

The Yarram and District Health Service (YDHS) is based in Yarram, 220 kilometers south east of Melbourne on the South Gippsland Highway in rural Victoria. Yarram is 73 kilometers south west of Sale and 62 kilometers south east of Traralgon.

We provide our community with Acute Inpatient services, Dialysis, Urgent Care, Aged Care, Respite Care, Primary Health, Community Services and an Integrated Health Care Centre. Our consumers and community are at the core of every decision we make.

YDHS want to attract and retain the best staff to provide an exceptional service to our community. We promote and develop opportunities for people to contribute to and encourage innovation, leadership and collaboration. We are committed making YDHS a Centre of Excellence in everything we do.

Position Description

We recognise the important role of Health Promotion within our community and have a place-based focus, where interventions focus on priority areas as set out in the Victorian Public Health and Wellbeing Plan. This enables us to take action within and across a range of settings in the district.

YDHS works in partnership to collaboratively determine the Health Promotion priorities that will meet the strategic goals of all relevant stakeholders. The position holder will actively participate in the planning, coordination, evaluation and implementation of the agreed programs as outlined in the Victorian Public Health and Wellbeing Plan.

At an operational level, this position will lead the consultation and discussion at YDHS for Health Promotion planning. The Health Promotion Officer reports to the Community Health Manager. Externally the Health Promotion Officer will liaise professionally with a network of healthcare providers and agencies who collectively work together to deliver Health Promotion strategies.

Responsibilities

- Work collaboratively with all stakeholders to determine the Health Promotion priorities for YDHS.
- Provide leadership through participation in relevant networks and partnerships towards achieving the Health Promotion outcomes.
- Provide clear and concise documentation related to service delivery – including accountability, reports, information about activities and liaisons with participants.
- Contribute to the establishment and maintenance of strategic relationships with other departments, professionals and community agencies.
- Comply with guidelines and the requirements of funding.
- Maintain knowledge of current developments and research findings in order to provide evidence based best practice Health Promotion services.
- Manage time and prioritise issues given that work demands can flow from a number of sources and will include deadlines.
- Maintain a current knowledge of professional issues through available literature and resources.

- Participate in training and development activities.
- Participate in professional supervision sessions.
- Adhere to defined service quality standards, health and safety policies and procedures relating to the work being undertaken to ensure high quality, safe services and workplaces.
- Assist in the planning, implementation and evaluation of evidence-based prevention interventions to
- contribute to defined policy and program outcomes.
- Participate in decision making and action planning using available evidence from local, regional, state and national data.
- Apply culturally relevant and ethical approaches when engaging stakeholders in deliberation and action on health, health issues, their determinants and potential solutions.
- Collaboratively plan and develop, implement and evaluate Health Promotion interventions and strategies that reflect the needs of stakeholders, partners and the broader community.
- Participate in initiating, developing and implementing quality and service improvement activities that enhance the delivery of Health Promotion services.
- Actively participate in and shape team and organisational learning in order to advance Health Promotion practice and outcomes and support continuous improvement.
- Demonstrated base level of knowledge, expertise and skill in public health and Health Promotion theory, models and frameworks.
- Demonstrated experience in components of effective project management, including planning and development, implementation and evaluation.
- Demonstrated ability or ability to rapidly acquire the skills to translate research and public health and Health Promotion theory into strategic and operational planning.
- Demonstrated highly developed oral, written communication and interpersonal skills with the ability to interact effectively with a diverse range of people and settings.
- Demonstrated ability to manage allocated projects and resources efficiently and effectively, exercise sound professional judgement and work with minimal supervision.
- Demonstrated ability to identify and contribute to research and evaluation activities that influence public health and Health Promotion processes and evidence-based practice.
- Demonstrated understanding and application of qualitative and quantitative research methods.

Person-Centred Care

- Ensure that all consumers, their families, visitors, and our colleagues are treated with respect and dignity.
- Listen to and collaborate with our consumers to understand their personal experiences to provide flexible care that complements their unique characteristics and supports them to live their best life.
- Support our consumers to understand and learn about their health.
- Involve consumers and their advocates in their healthcare decisions.
- Respect healthcare decisions made by consumers.
- Ensure your practice and the service provided to consumers is free from discrimination based on age, gender, gender identity, sexual orientation, disability, employment status, cultural background, or religious beliefs.

Key Selection Criteria

- Knowledge of Health Promotion systems and frameworks, including the Victorian Public Health and Wellbeing Plan 2023-2027 and the Wellington Municipal Public Health & Wellbeing Plan – Healthy Wellington 2021-2025.
- Demonstrated ability to implement and evaluate community-based Health Promotion activities.
- Ability to influence and communicate the direction of Health Promotion programs with a focus on the achievements and outcomes.
- Demonstrated knowledge of population health and change action frameworks.
- Demonstrated understanding of the integrated Health Promotion government framework, with a conceptual understanding of the accountability to various funding streams.

- Ability to engage others and employ a collaborative approach with relevant groups, including the government sector, to achieve common goals.
- Well-developed written and communication skills, including public speaking.
- Demonstrated ability to work independently and to be self-motivated.
- Competent computer skills.

Relevant information

YDHS is responsible for employing and contracting applicants who meet stringent community and public and public sector expectations. Applicants shall be required to provide and maintain:

- An original National Police Record Check completed within the last twelve (12) months prior to commencement.
- An employee Working with Children Check.
- A NDIS Worker Screening Check.
- Provide evidence of your full immunisation status including three (3) doses of the Covid-19 vaccine.
- Relevant professional registrations.
- Complete a Pre-existing injury declaration form.
- Undergo any other relevant checks, education or licencing as directed at own cost.

Employee agreement

I have read and understand the above Position Description and acknowledge this reflects in general the duties, responsibilities and accountabilities of this position, and other duties may be required to successfully perform my duties.

I am committed to the YDHS vision, mission, values and strategic plan.

Employee's name:

Employee's signature:

Director's name:

Director's signature:

Date:

___/___/___

Version control:

Written:

05/2004

Reviewed:

09/2006, 03/2008, 05/2010, 08/2012, 01/2013, 12/2014, 02/2015,
01/2016, 09/2016, 01/2019, 08/2020, 07/2022, 04/2024

