

Position Description



Position Title: Health Promotion Officer (HPO)	Division: Community Health
Reports To: Director of Community Health (DCH)	Direct Reports: Nil
Primary Objective:	
<p>The primary role of the Health Promotion Officer (HPO) is to work with the staff, partners and the community to develop and deliver the Integrated Health Promotion Plan. The HPO will then coordinate and lead the delivery of the plan with a team of multi-disciplinary staff. The HPO will be responsible for reporting on Health Promotion both internally and externally.</p> <p>The HPO will work with the staff and executive to develop innovative responses to local community health issues and ensure they are appropriately planned, delivered and evaluated. The HPO is expected to be at the forefront of the Health Promotion agenda with the organisation and is required to lead staff and teams on evidence based practice and community participation.</p>	
Position Dimension & Decision Making Authority:	Key Communication Contacts:
<p>Without referral to manager –</p> <ul style="list-style-type: none"> • Newsletters • Ongoing Program goals <p>After Consultation with manager or others –</p> <ul style="list-style-type: none"> • Expenditure Initiating new programs <p>Referred to managers or others –</p> <ul style="list-style-type: none"> • Requests for new programs • Media releases / articles 	<p>Contact/Organisation</p> <p>Chief Executive Officer Approval of media / as needed</p> <p>DCH Before beginning new program / as needed</p> <p>Allied Health Staff As needed</p>

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Key Accountabilities		
Key Result Area	Major Activities	Performance Measures:
1. Health Promotion Program	<ul style="list-style-type: none"> • To lead Health Promotion delivery through the organisation • To meet Health Promotion internal and external reporting requirements • To ensure Health Promotion plan and activities are in line with TDHS strategic plan, are evidence based and incorporate community participation • To further extend Health Promotion within the catchment area through community networks • To provide leadership, expertise and guidance to staff in Health Promotion service delivery and capacity building • To aid in the identification of priority health issues through evidence based needs analysis • To lead the development of TDHS integrated Health Promotion planning and its implementation • Participate in Primary Care Partnership planning activities and working groups • Mentoring and supervision of graduate positions and students 	<ul style="list-style-type: none"> • Health Promotion Plan
2. Health Promotion Media	<ul style="list-style-type: none"> • Write and compile applications for grants • Maximise funding opportunities 	<ul style="list-style-type: none"> • Successful grants

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<p>3. Group based programs</p>	<ul style="list-style-type: none"> Oversee group based programs that fulfil health promotion and are aligned to Health Promotion Plan. 	<ul style="list-style-type: none"> All participants are assessed for group based programs All group based activities are evaluated
<p>4. Administration, Information Management and Communication</p>	<ul style="list-style-type: none"> Use the processes that are in place to ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner. Ensure the timely completion of data collection. Ensure timely and accurate reporting as requested. Ensure that all documentation associated with the project is accurate and completed in a professional manner. Demonstrate an ability to record and maintain data, client records and information in accordance with the standards of Timboon and District Healthcare Service. Ensure the modelling of an effective interdisciplinary practice focused agencies. Participate in professional development activities relevant to the clinical area Enter statistical data daily to account for activity 	<ul style="list-style-type: none"> All Statistics and Data submitted on time All internal and external reporting completed on time
<p>5. Organisational Infection Control and Quality Improvement Standards</p>	<ul style="list-style-type: none"> Ensure all practice is conducted in accordance with infection control policies, procedures and standards 	<ul style="list-style-type: none"> Adherence to infection control and quality standard legislative requirements at all times

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	<ul style="list-style-type: none"> • Participate in relevant organisational quality accreditation processes • Participation in quality improvement activities • Complies with all TDHS mandatory training requirements 	<ul style="list-style-type: none"> • Demonstrated participation in accreditation processes • Evidence of continuous improvement • Evidence of completion of all mandated training by annual date
<p>6. Code of Conduct and Equal Opportunity</p>	<ul style="list-style-type: none"> • Develop and maintain sound knowledge of and commitment to TDHS policies and procedures • Ensure that you engage in behaviour that treats other staff fairly, equitably and not subject to any form of discrimination or harassment • Demonstrate and abide TDHS's Workplace Code of Conduct, including the core values: Accountable, Excellence, Respectful, Integrity and Compassion • Participate in promoting a safe working environment • Ensure an appropriate level of customer service is provided, demonstrating a friendly and supportive approach to our consumers 	<ul style="list-style-type: none"> • Aware of and promotes TDHS policies and procedures • Core values are reflected in decision making and everyday behaviour • Adherence to the TDHS Code of Conduct • Participation and compliance of all occupational health and safety policies and procedures (including emergency response) • Consumers are made to feel welcome and supported at all times

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Key Challenges:	Person Specification:
<ul style="list-style-type: none"> • Ensure appropriate reporting process and system is in place for regular reporting to Board of Management • Ensure appropriate reporting processes and systems are in place for regular reporting to Director Community Health • Ensure community clients have access to programs via appropriate transport arrangements • Attend regular meetings with Director Community Health and Community Health Team 	<p>Key Selection Criteria (Qualifications, Experience and Personal Attributes) –</p> <ul style="list-style-type: none"> • Health related qualifications with post graduate qualifications in health promotion highly desirable • Experience liaising and communicating with key stakeholders in program development with effective outcomes • Knowledge of the healthcare system and the role of health promotion in achieving positive health outcomes for consumers • Self-motivated and demonstrated experience working independently without supervision • Current Victorian Driver’s Licence • Current Victorian Working with Children Check • Current Police Record Check • Current NDIS Check

I have read and understand the requirements and responsibilities of my Position Description.

Signed:

Name:

Date: / /