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Senior Health Promotion Officer

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| **POSITION DESCRIPTION** |
| **FUNDING** | This position is dependent on continued funding by the Department of Health. |
| **HOURS** | Full time - 38 hours per week. Flexibility in work hours is required as some meetings may be held after hours. |
| **TERM OF POSITION** | On-going |
| **AWARD** | Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Admin Officers) Award. |
| **LOCATION** | The Service currently has sites at Lilydale, Belgrave and Healesville. This position is based primarily at Lilydale, however may be required to work from other Inspiro sites or community venues. |
| **REPORTS TO** | Primary Care Manager |
| **DATE** | November 2018 |

**ABOUT INSPIRO**

Inspiro is a local, not-for-profit community health service providing allied health, health promotion and dental services to the Yarra Ranges community.



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| **Our Vision** |
| Inspiring healthier lives. Our vision is to inspire as many people as we can to identify and achieve their own health goals |
| **Our Values** |
| **Friendly:** We offer a welcoming and friendly place where people are treated equally with respect and dignity.  |
| **Client Centred:** We support the right of each individual to set their own health goals and actively work alongside and empower people to reach them. |
| **Local:** We provide a strong community membership, board and workforce which keeps us on what is important for our clients. |
| **Diversity and Equity** |
| Inspiro is committed to providing an equitable, inclusive and respectful service and workplace for all. We embrace differences in health needs, celebrate diversity and work to provide individuals and communities access to the care necessary to lead healthier lives. |
|  | **Inspiro respectfully acknowledge the traditional custodians, the Wurundjeri people past and present of the Kulin Nation. We are committed to working together to improve the health and wellbeing of Aboriginal peoples in our community.**  |

**POSITION SUMMARY**

Inspiro provides a comprehensive range of primary and community health services for the local community. Health promotion is a key component of the services provided by Inspiro and is primarily supported by Department of Health funding stream.

Inspiro’s Integrated Health Promotion (IHP) Plan 2017 - 2021 provides strategic direction to the organisation, our partners and the community related to our priorities areas. The current IHP plan focuses on the following priority areas:

* Healthy Active Living (including Food and Nutrition, Physical Activity and Safer Behaviours).
* Cultural Safety and Inclusion (including Prevention of Violence against Women and Aboriginal Health and Wellbeing).

The primary objectives of the Senior Health Promotion Officer position are to facilitate the delivery health promotion activities in collaboration with the Population Health Team and the Primary Care Manager.

**POSITION RESPONSIBILITIES**

Inspiro has as a principal part of its philosophy an emphasis on illness prevention, health promotion and early intervention strategies. The person will work co-operatively within a team of dedicated professionals and staff of other agencies, to provide high quality, comprehensive and multi-disciplinary health services to the community. Key position duties and responsibilities include:

**Health Promotion**

* Lead the governance of the Yarra Ranges Integrated Health Catchment Planning group with key partners.
* When required, support the development of the Integrated Health Promotion Plans and Reports as per the Department of Health and Human Services (DHHS) requirements in the event of leave or absence.
* Act as a mentor and support for members of Inspiro’s Population Health Team, providing leadership, guidance and support to colleagues.
* This position will also be responsible for the planning, implementation and evaluation of allocated strategies as identified in Inspiro’s IHP plan.
* Strengthen strategic and collaborative relationships within and across the Shire of Yarra Ranges with local service providers and community groups.
* Apply best practice principles in the development of new health promotion initiatives.
* Provide supervision for health promotion students and/or graduate placements within Inspiro.
* Identify and source suitable funding opportunities for health promotion strategies
* Plan and manage own workload to ensure adequate time for the achievement of the primary objectives of the position.
* Represent the organisation at meetings relevant to the position.
* Keep abreast of current policies and developments in health promotion and public health.
* Develop project plans consistent with the principles, goals and objectives of the Integrated Health Promotion Plan and other policy directions.

**Teamwork, Quality Improvement and Professional Development**

* Participate in team and service planning, health promotion activities, policy development and other project activities as required.
* Participate in Inspiro’s continual quality improvement program including the development of new practice models and community development approaches.
* Be committed to ongoing professional development and undertake annual mandatory training.
* Participate in the creation of a culturally safe environment for staff, clients and the community in line with Inspiro’s commitment to cultural diversity and inclusiveness.
* Ensure Inspiro’s services are accessible, client focused; developed, delivered and evaluated in partnership with our diverse communities.

**Occupational Health and Safety**

* Comply with best practice infection control guidelines.
* Comply with all OHS guidelines and contribute expertise when required, to maximizing the safety of staff and clients of the organisation.

**PERFORMANCE OBJECTIVES AND INDICATORS**

1. Completion of allocated tasks as set in annual Quality Work Plan. Performance objectives and indicators will be discussed with manager and a workplan will be developed.
2. Evaluation of programs annually.
3. Evidence of participation in quality activities and professional development relevant to the position.
4. Evidence of an alignment with the Inspiro corporate values

**KEY SELECTION CRITERIA**

1. A tertiary or post graduate qualification in Health Promotion, Public Health or related discipline, with demonstrated experience in the field.
2. Extensive experience in the development, implementation and evaluation of evidence-based health promotion initiatives.
3. Demonstrated skills in supporting and mentoring staff.
4. Strong understanding of the principals and practices of Health Promotion within a community health setting, including the social model of health and the determinants of health.
5. Demonstrated initiative, innovation and ability to contribute to the development of new health promotion initiatives.
6. Strong interpersonal skills with the ability to effectively communicate with a range of stakeholders and develop partnerships.
7. Proven ability to work both within a team environment as well as the ability to work independently, with minimal supervision.
8. Excellent written and verbal communication skills, including capacity to utilise IT systems and experience in group facilitation and public speaking.
9. Current Victorian Driver’s License and ability to drive a range of vehicles.

Employment is subject to a police check. Persons who have worked overseas may be required to obtain an international police check.

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| **I acknowledge and agree with the above job description.** |
| **Signed** |  |
| **Employee Name** |  |
| **Date** |  |