



Position Description

Position Details

Position Title	Health Promotion Officer
Department / Division	Clinical services
Classification	AO3
Salary range	Starts at \$62,800 pa + Superannuation (pro rata)
Employment Type	Ongoing Part Time or Full Time
Work Location	Jabiru
Reports to:	Jabiru Health Centre Manager
Reporting lines	Nil
Organisation link	https://redlily.org.au/

Primary Objective

The Health Promotion Officer is responsible for the planning, implementation and evaluation of community-based health promotion activities and programs to support positive health and wellbeing outcomes for the community. Ongoing support is provided for all new staff members.

About the Team

This position will be a part of Jabiru Red Lily Health Board Team that aims to empower Aboriginal people in the West Arnhem region and address health issues by providing various health services for the community members.

Responsibilities

1. Develop and implement innovative community health education initiatives in an effective inter-cultural manner with both the community and health service staff, focusing on the core drivers of chronic disease.
2. Promote the core principles of healthy weight range, balanced nutrition, adequate activity levels, and good hygiene and promote no smoking to the local population.
3. Plan and develop health education and training programs that are culturally appropriate in partnership with government and non-government service providers.
4. Develop and maintain effective networks with key stakeholders including Primary Health Care (PHC) professions, local community youth services and other stakeholders such as schools and community associations.
5. Develop and maintain a resource library of materials available to the community and staff.
6. Maintain records of activity and use data to facilitate continuous improvement in service delivery.
7. Document program activities and outcomes and conduct regular assessments of effectiveness and efficiency of program initiatives.
8. Ensure that all administrative and operational requirements are completed.
9. Collaborate with other Jabiru PHC Staff and provide relevant reports to management and other key stakeholders as requested.
10. Follow defined service quality standards, Workplace Health and Safety (WHS) policies and procedures relating to the work being undertaken in order to ensure high quality, safe services and workplaces.
11. To coordinate activities associated with the Red Lily Public Health Team including administration, training and investigation to support high-level utilisation by staff; and the

development and distribution of clinical reports that inform improvement and risk mitigation opportunities.

12. Please note that as a member of the team, this role will work across various programs and/or portfolios, within the Red Lily Health Board Public Health Team. This may include assisting with the youth and AOD portfolios, to cover staff absences and meet priorities. The Team Leader will ensure that workload is within the scope of the staff members work plan, providing support and training where required.

Key Selection Criteria

Essential

1. A good understanding of community development processes and implementation, and demonstrated ability to effectively engage with community groups
2. Knowledge of health education concepts, programs and trends
3. Experience in working with youth and demonstrated ability to deliver successful education programs to this target group
4. Good written and oral communication skills and the proven ability to communicate successfully across cultures
5. Demonstrated ability to work as part of a team and to achieve set outcomes in an independent, efficient and flexible manner
6. Ability to engage and work in partnership with a range of government and non-government service providers and community members/groups. Demonstrate excellent communication, interpersonal, Information Technology (IT) and multi-disciplinary team building and leadership skills at an advanced level within a health care environment.
7. Demonstrated commitment to Continuous Quality Improvement (CQI), research, education and professional development
8. Willingness and ability to travel via air and 4WD to remote communities and capacity to reside in a remote community
9. Demonstrated awareness, understanding and respect for Aboriginal culture and politics with an ability to take direction from Aboriginal management
10. NT Manual Driver's license, Police Clearance and an NT Ochre Card or the ability to obtain
11. Position will be based in Jabiru

Desirable skills

1. Experience in the Indigenous health sector
2. Work experience in the community-controlled sector
3. Relevant qualifications in the Health field

Position specific requirements

- A satisfactorily Police check and a current Working with Children's Card is mandatory for this position.
- Employment with Red Lily Health will be conditional on the employee providing NT Working with Children Check and satisfactory police clearance

Acknowledgement

I have received a copy of the position description and understand it fully.

Employee name:

Signatures: