

POSITION DESCRIPTION

Position Title:	Health Promotion Worker
Classification:	WHGNE Level 2
Term of Contract:	Ongoing position (subject to ongoing program funding)
Hours of Work:	Up to 30.4 hours per week (0.8 EFT)
Location:	Women's Health Goulburn North East (WHGNE), Wangaratta
Reports to:	Health Training Coordinator
Direct Reports:	Nil
Authorisation:	Expenditure within agreed program budget limits
External Relationships:	Work in partnership with health professionals, service providers, PCPs, government departments and other agencies.
Employment Conditions:	<ul style="list-style-type: none"> ▪ Salary and conditions are as per the WHGNE Employee Collective Agreement. ▪ The position is subject to satisfactory performance of a 6 month probation period. ▪ The position is subject to annual appraisal, and salary increments are in line with classification level and year. ▪ Motor vehicles are available for work related duties. ▪ Salary packaging available. ▪ A fortnightly flexi time can be worked within ordinary hours
Date Approved:	September 2019
Application Process:	All applications must address the Selection Criteria included in this Position Description. Applications should be forwarded to Amanda Kelly Chief Executive Office by midnight on Sunday 29 th September via: E: a.kelly@whealth.com.au or 57 Rowan Street, Wangaratta, VIC, 3677

ORGANISATIONAL CONTEXT

Women's Health Goulburn North East is a regional women's health promotion agency and is the leader in its vision that rural women and girls have optimal health and wellbeing.

How we work:

- Build the capacity of communities and support change management in other organisations to create environments that support gender equity.
- Improve rural women's access to the requisites for health (peace, shelter, education, food, income, a stable eco-system, sustainable resources, social justice, and equity) regardless of their circumstances.
- Keep well-informed of the political environment and research women's experiences of health to raise awareness, change attitudes, and influence policy and legislation to advance the rights of women.
- Work in strong collaboration with women, organisations and communities.

POSITION OBJECTIVE & OVERVIEW

Based in Wangaratta, the Health Promotion Worker contributes to planning, development, implementation, monitoring, and evaluation of strategies that support the organisation's Integrated Health Promotion plan. Reporting to the Coordinator, this role also contributes to the successful delivery of training delivered by WHGNE.

The Worker will be part of a small team of professional women who plan, implement, and evaluate health promotion strategies aimed at promoting health and wellbeing for women and girls throughout the Region.

With regular supervision, job functions for this Level 2 position may encompass work across all priority areas set out in the Health Promotion and Strategic Plans. This role will:

- Assist in the coordination of organisational training, events, including planning, communications, and evaluation;
- Provide support on training projects, health promotion team projects and community engagement initiatives;
- Provide general office administrative support, and;
- Participate in team planning processes.

ESSENTIAL JOB FUNCTIONS

1. Health Promotion and Training Support and Development

- Utilise and apply health promotion knowledge relating to core theories, principles and evidence-based practice to work undertaken, including social determinants of health and gendered frameworks.
- Actively support health promotion and training projects when required.
- Contribute to the development and implementation of WHGNE's training plan and annual calendar
- Contribute to the development and monitoring of WHGNE training packages.

2. Communications

- Utilise effective interpersonal, group and public communication and effective written and oral communication and media strategies.
- Coordinate and create engaging, evidence based and grammatically correct content.

3. Planning, Implementation, Evaluation, and Reporting

- Contribute to planning, implementation, monitoring and evaluation of objectives and strategies outlined in WHGNE Health Promotion Plans.
- Contribute to planning and reporting requirements of Department of Health and Human Services, in relation to WHGNE Integrated Health Promotion Plan, and other project plans.
- Contribute to planning comprehensive health promotion interventions to address priority health issues in a population or setting, based on needs assessment.
- Contribute to program monitoring and evaluation, and adjust objectives and strategies based on analysis of evaluation data.
- Write reports for a variety of audiences and purposes including internal reports, program plans and program update reports.

4. Relationships and Partnership Development

- Develop and maintain effective networks and relationships with key stakeholders, organisations, and target group representatives.
- Represent WHGNE in a professional manner.

5. Capacity Building and Advocacy

- Contribute to the development of resources and tools, using an evidence-based approach to enhance translation of theory into practice.

6. General Administrative Support

- Manage incoming enquiries in a timely and professional manner.
- Provide administrative support where required for the NILS program.
- Support the Finance Officer re general office administration where required.
- Provide logistics support for training and events.

5. Other Functions and Responsibilities

All WHGNE staff are responsible for undertaking the following tasks/functions:

- Participate in self-directed work teams, with involvement in strategic priorities planning and implementation.
- Participate in additional organisational activities where appropriate (i.e. AGM, International Women's Day).
- Actively promote WHGNE as an organisation and the values we represent, and advocate for advancing the health and wellbeing of women.
- Keep abreast of current and emerging issues for women and those who work with women, and identify project opportunities.
- Contribute to WHGNE funding submissions where required
- Participate in the performance cycle, including setting of performance goals, professional development plans, and participation in regular reporting and meetings.
- Collect activities data within agreed frameworks to inform funding agreements and planning processes.
- Develop and expend budget within extent of authority.
- Develop, review, implement and adhere to WHGNE policy and procedures, including compliance with legal and OH&S requirements.
- Actively participate in quality improvement and accreditation processes.
- Contribute to the culture of cooperation, collaboration and shared accountability with other staff and volunteers.
- Other responsibilities as deemed necessary.

SELECTION CRITERIA

1. Demonstrate a commitment to the Vision and Values of Women's Health Goulburn North East.
2. Hold a Health Promotion, Public Health, Communications, and Marketing, Social or Health Science or equivalent degree.
3. Demonstrate an understanding of health promotion and primary prevention principles.
4. Demonstrate understanding of frameworks and methods related to planning, implementation and evaluation of integrated health promotion strategies.
5. Demonstrate capacity to use initiative and work under regular supervision on specific projects within the organisation's health promotion plan.
6. Willing to work with a range of people from diverse backgrounds and key stakeholders in a respectful way.
7. Demonstrated capacity to create engaging content that conveys project objectives and outcomes.
8. Demonstrate a high level of verbal and written communication skills including computer literacy
9. Full Victorian motor vehicle licence.

SELECTION CRITERIA (DESIRABLE)

1. Demonstrate an understanding of gender equity principles