

POSITION DESCRIPTION



Position	Health Promotion Officer
Division	Primary Care Services
Classification	Community Development (XV10-XU19) (depending on qualifications and experience)
Enterprise Agreement	Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2025
Reports To	Team Leader – Health Promotion
Direct Reports	Nil

Approved	Director, Primary Care Services	Approval Date	September 2022
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<p>PRIMARY OBJECTIVE (or purpose):</p> <p>You are responsible for the planning, implementation and evaluation of health promotion projects using a variety of strategies, including health education strategies, mass media strategies, community development and community engagement processes, advocacy and lobbying strategies, social marketing strategies, which focus on the strengthening the skills and capabilities of individuals and/or delivering best outcomes for the community.</p> <p>You contribute to the effective and efficient operations of Primary Care Services department, Portland District Health.</p> <p>You contribute to an environment that is conducive to person centred care which fosters a culture of engagement and partnership.</p> <p>You contribute to the quality, safety and risk management programs for the division of Primary Care Services.</p> <p>You contribute to an environment that is conducive to deliver the four quality goals which are focused on putting the consumer first in everything we do. This is 'PDH Care'; the CARE we want our consumers to experience, and that we want to deliver, every single day.</p> <p>You will practice, and lead the practice of all staff in the unit/department, according to the standards prescribed by the professional codes and guidelines relevant to your discipline</p>
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PORTLAND DISTRICT HEALTH VISION: OUR COMMUNITY, YOUR HEALTH	
VALUES	
Wisdom	We use knowledge, experience and understanding to make the decisions that matter
Compassion	We care about people – their safety matters above all else. Every person's need is different and is respected. Our service quality is second to none.
Courage	We are fearless and courageous in making things happen, embracing opportunities and creating solutions.
PDH CARE GOALS	
Person-centred	People's values, beliefs and specific needs and circumstances guide the delivery of care and organisational planning.
Safe	Avoidable harm is eliminated.

POSITION DESCRIPTION



Effective	The right care is delivered in the right way, at the right time with the right outcomes.
Connected	Staff and consumers work together to achieve shared goals; people experience service and support continuity as they move through the service system.

KEY ACCOUNTABILITIES		
Key results Area	Key Activities	Performance Measures
Consumer Care	<ul style="list-style-type: none"> • Contributes to the use of individual and community feedback to inform the delivery and the design of evidenced based health prevention and promotion projects • Deliver health promotion strategies that align to state-wide key priorities, in collaboration with the health promotion team. • Develop initiatives to reduce health differentials by addressing the need and targeting high risk population groups. • Research, identify and recommend potential strategies to address identified focus group needs. • Ensure currency of skills to provide health promotion projects. • Ensure confidentiality and privacy are maintained • Ensure conversations and language is appropriate and respectful of patients to achieve professional, organisational, legal and ethical requirements 	<ul style="list-style-type: none"> • Consumer feedback • Staff feedback • Annual staff appraisal • 100% Compliance with mandatory competencies • Achieve the Victorian Health Promotion plan and delivery of the assigned KPI's. • Compliance with PDH CARE
Resource Management	<ul style="list-style-type: none"> • Update existing, and develop new community education sessions, as required, based on needs analysis and evidence base • Organise and deliver internal, community and health professional seminars / workshops as appropriate • Monitor requirements to ensure effective unit/department service delivery and alignment with PDH's operational requirements • Support orientation of staff into the department/unit to ensure provision of a high quality service that meets the needs of the consumers, and promotes staff satisfaction and retention • Support cost effective and efficient approaches to managing resources • Ensure there is appropriate equipment available for care provision and staff are trained in the safe use of this equipment 	<ul style="list-style-type: none"> • Participation in processes to ensure unit/department resource needs are planned • Funding reports are lodged in a timely manner
Team work	<ul style="list-style-type: none"> • Work with local partners and key stakeholders to provide an integrated 	<ul style="list-style-type: none"> • Participation in annual staff appraisal

POSITION DESCRIPTION



	<p>approach to health promotion and prevention activities.</p> <ul style="list-style-type: none"> • Develop and maintain productive working relationships with key stakeholders. • Attend and participate at staff and other relevant meetings • Demonstrate a professional responsibility for work undertaken in the unit/department • Develop and maintain positive working relationships with members of PDH staff • Promote PDH in a positive and supportive way to ensure consumer confidence • Demonstrate agreed behaviours and communicate effectively • Remain up-to-date with relevant skills and competencies 	<ul style="list-style-type: none"> • Staff satisfaction • Demonstrated positive role model within team • 100% Compliance with mandatory competencies
Professional Development and Scope of Practice	<ul style="list-style-type: none"> • Demonstrate continual professional development and learning to ensure currency of health promotion and community development skills • Participate in performance reviews on at least an annual basis • Understand the application, and practice in accordance with, the relevant health care or industry standards • Maintain continuing professional development (CPD) standards through participation in relevant educational programs • Complete mandatory training and education 	<ul style="list-style-type: none"> • Continual Professional Development is achieved annually • 100% Compliance with mandatory competencies
Quality and Safety	<ul style="list-style-type: none"> • Work collaboratively with staff in the unit/department to deliver on Quality improvement plans and scheduled audits as required • Conduct audits as required and contribute to the development and implementation of actions to address deficits • Contribute to quality improvement activities within the department, in accordance with PDH policies to ensuring a high level of work quality • Maintain a safe and high quality environment at all times in accordance with PDH policies • Reports all incidents through Riskman • Ensuring staff follow PDH Infection Control policies, procedures and guidelines 	<ul style="list-style-type: none"> • Adherence to relevant health care or industry standards. • Completes relevant audits and initiates actions • Contribution to Quality Improvement/Progress reports • Demonstrated use of the incident management system
Information Management	<ul style="list-style-type: none"> • Conduct program evaluation and research, collect and record statistics for health promotion and education activities. 	<ul style="list-style-type: none"> • Patient related documentation is complete and accurate

POSITION DESCRIPTION



	<ul style="list-style-type: none"> • Openly share program learning with internal and external bodies and Barwon South West Public Health Unit. • Provide reports to managers, associated committees, and other relevant parties. • Displays and promotes correct documentation techniques and initiates regular documentation auditing to ensure legal, professional and organisational standards are met and maintained. • Abide by the PDH’s requirements pertaining to appropriate Information Security and Information Management regulations and report an accidental or malicious breach of these regulations to the appropriate department. • Ensure patient information is accurate and only released in line with the Health Records Act requirements 	<ul style="list-style-type: none"> • Documentation complies with legal and regulatory bodies requirements • Documentation Audits
Occupational Health and Safety	<ul style="list-style-type: none"> • Be familiar with and ensure that all appropriate actions are taken to implement PDH OH&S policy and procedures and that legislative requirements are met within the service • Report any incidents or potential hazards in accordance with PDH policies and procedures including effective reporting via Riskman • Assist in the planning, development and implementation of OH&S measures • Demonstrate a commitment to health and safety in line with PDH’s OHS policies, procedures, training requirements and legislative/regulatory requirements 	<ul style="list-style-type: none"> • Evidence of hazard and incident reporting using Riskman • Maintains compliance with mandatory OHS training requirements for both self and team
OTHER DUTIES		
	<ul style="list-style-type: none"> • Exhibits a commitment to PDH Values including team based above and below behaviours • Undertake special projects or reports as reasonably required on a wide range of issues • Practice in accordance with the relevant health care or industry standards • Complies with family violence and Child Safe legislative requirements and related PDH procedures. • Comply with all relevant PDH policies and procedures • Perform all other duties as directed within the limits of skill, competence and training to maximise flexibility and effectiveness 	<ul style="list-style-type: none"> • PDH values modelled at all times • Demonstrated use of incident management system • Adherence to applicable health care or industry standards • Demonstrated completion of mandatory training • Adherence with PDH policy and procedures



KEY SELECTION CRITERIA – SPECIALIST KNOWLEDGE

QUALIFICATIONS -

ESSENTIAL:

- Hold a tertiary degree (or equivalent) in health promotion or a relevant health or social science discipline (e.g. psychology, public health, nursing, medicine, communication, nutrition, sociology, social work, occupational therapy, education).

DESIRABLE:

EXPERIENCE and/or SPECIALIST KNOWLEDGE -

ESSENTIAL:

- Previous experience in the delivery and evaluation of health promotion services, or demonstrated knowledge of the requirements for implementation of these programs.
- Demonstrated knowledge of current health promotion theory, emerging issues and trends, and evidenced based practice.
- Demonstrated ability to work collaboratively with relevant internal and external stakeholders to achieve health outcomes
- Strong communication, problem solving and interpersonal skills.
- Strong organisational skills including the ability to use initiative, set priorities and to plan and act to achieve desired outcomes within specific timeframes.
- Good computer literacy, including ability to access and utilise organisational IT systems and emerging technologies which are relevant to the completion of clinical care.
- Understanding of opportunities and challenges associated with providing rural health care services.

OTHER REQUIREMENTS -

Certificates, licences and registrations:

- Current employee police check
- Current employee Working with Children's check.

Other requirements

- Current evidence of immunisation history and / or serology results

This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Portland District Health's discretion and activities may be added, removed or amended at any time.

POSITION DESCRIPTION



Acknowledgement:

I acknowledge that I have received a copy of this position description and understand the requirements of this position. I agree to work in accordance with this position description

As the incumbent of this position, I confirm I have read the job demands checklist as attached, understand its content, and agree to work in accordance with the requirements of this position

I accept that the position description as stated above may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to the position description will be consistent with the purpose for which the position was established.

EMPLOYEE NAME:		
EMPLOYEES SIGNATURE:		DATE:
MANAGER'S NAME:		
MANAGER'S SIGNATURE:		DATE:

POSITION DESCRIPTION



JOB DEMANDS

Frequency definitions		
I	= Infrequent	Activity may be required very infrequently
O	= Occasional	Activity required occasionally, not necessarily all shifts
F	= Frequent	Activity required most shifts, up to 50% of the time
C	= Constant	Activity that exists for the majority of each shift and may involve repetitive move for prolonged periods
N/A	= Not Applicable	Activity not performed

Aspects of normal workplace		Frequency				
Physical Demands						
Demands	Description	I	O	F	C	N/A
Sitting	Remain seated to perform tasks			✓		
Standing	Remain standing to perform tasks			✓		
Walking	Periods of walking required to perform tasks			✓		
Bending	Forward bending from waist to perform tasks		✓			
Kneeling	Remain in a kneeling position to perform tasks					✓
Lifting/Carrying	Light lifting and carrying	✓				
	Moderate lifting and carrying					✓
	Assisted lifting (mechanical, equipment, person assist)					✓
Climbing/Working at heights	Ascending and descending ladders, stools, scaffolding					✓
Pushing/Pulling	Moving objects (eg: trolleys, beds, wheelchairs, diagnostic equipment, cleaning equipment)		✓			
Reaching	Arms fully extended forward or raised above shoulder to perform tasks	✓				
Crouching	Adopting a crouching posture to perform tasks					✓
Foot movement	Use of leg and/or foot to operate equipment (or machinery)	✓				
Head postures	Holding head in a position other than neutral (facing forward) to perform tasks			✓		
Fingers/Hand/Arm movement	Repetitive movements of fingers, hands and arms (eg: computer keyboard, computer mouse, touch screens)			✓		
Grasping/Fine manipulation	Gripping, holding, clasping with fingers or hands			✓		
Driving	Operating a motor powered vehicle (eg: use of hospital cars to undertake duties, making deliveries, ride on mower, forklift, bus etc.)					✓

POSITION DESCRIPTION



Aspects of normal workplace		Frequency				
Psychosocial Demands						
Demands	Description	I	O	F	C	N/A
Shift work	Rotation of shifts on a rostered basis including day, afternoon or night					✓
Distressed people	Highly emotional people crying, upset, unhappy (eg: emergency or grief situations)		✓			
Aggressive/Unpredictable people	Raised voices, yelling, swearing and arguing (eg: people affected by drugs or alcohol, dementia, mental illness)		✓			
Exposure to distressing situations	(eg: Child abuse, delivering bad news, viewing extreme injuries, viewing deceased)		✓			
Environmental demands						
Gases	Working with explosive or flammable gases requiring precautionary measures					✓
Liquids	Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE					✓
Noise	Prolonged and frequent periods of background noise levels which necessitates people raising their voices to be heard					✓
Biological hazards	Exposure to body fluids, bacteria, infectious diseases requiring PPE					✓
Cytotoxic hazards	Handling and/or preparation of cytotoxic materials					✓
Radiation						✓