



**Swan Hill  
District Health**  
*my hospital*



Respect – Professionalism – Care – Commitment – Collaboration

## Health Promotion Officer

An exciting opportunity exists for a **Health Promotion Officer** to join our professional and committed workforce at Swan Hill District Health. This is a full time position.

### What does the job entail?

The Health Promotion Department has an established role within the community of providing quality health promotion interventions in an environment of consultation and partnership. Our current health priority areas include healthy eating and active living, mental wellbeing and family violence prevention.

The position will focus on the needs of adults, children and families in creating opportunities to connect with others and lead healthy lifestyles. The role will provide scope to assist in the development of new strategies to address identified needs. A settings approach to health promotion is taken with emphasis on working within early childhood services, schools and environments to support our community's health outcomes.

The Health Promotion and Dietetics Departments are staffed by Health Promotion Officers, Dietitians and Community Health Nurses; they have excellent administration support and are managed by the Department Head. Health Promotion and Dietetics are part of the Division of Primary Care, which includes Counselling, Dental, Community Rehabilitation, headspace Swan Hill, Aboriginal Hospital Liaison and Allied Health Departments.

Further information contact Gayle Taylor, Health Promotion and Dietetics Manger on (03) 50339337 or by email [gtaylor@shdh.org.au](mailto:gtaylor@shdh.org.au)

Applications including the names of three referees should be forwarded to: Human Resources Manager  
Email: [Employment@shdh.org.au](mailto:Employment@shdh.org.au) or address to Human Resources Manager, Swan Hill District Health, PO Box 483, Swan Hill 3585, Victoria. **Email applications are preferred.**

Applications will only be accepted if they address the Key Selection Criteria and include an APPLICATION FOR EMPLOYMENT FORM.

**Closing date: Sunday, 27<sup>th</sup> May 2018**



<b>Position:</b>	<b>Health Promotion Officer</b>
<b>Classification:</b>	COMM DEV WKR CL2A (YEAR LEVEL IN ACCORDANCE WITH EXPERIENCE)
<b>Department:</b>	<b>Health Promotion</b>
<b>Reports to:</b>	Head of Dietetics & Health Promotion
<b>Position Summary:</b>	<p>The Health Promotion Officer will work to facilitate the provision of programs and initiatives which utilize health promotion, education and evaluation techniques and strategies in promoting wellness and illness prevention, thereby encouraging the community to accept responsibility for their own health.</p> <p>The successful will applicant will have the opportunity to work across a variety of settings and population groups. The position will be responsible for the delivery of the Engage! Program working with 12-25 year olds along with some actions within the priority areas of healthy eating and active living and mental wellbeing.</p> <p>The successfully applicant is expected to cultivate a positive profile of the health promotion department, reflecting its philosophical goals and objectives and those of the Swan Hill District Health.</p>
<b>Responsibilities:</b>	<p><b>Health Promotion:</b> Influence, facilitate and motivate community involvement in health issues in Swan Hill and District. Design, implement and evaluate health promotion initiatives for the community as a whole as part of the organisational health promotion plan. Initiate and/or be part of joint initiatives with other agencies and/or community members. Act as an advocate for individuals and groups to ensure that their health needs are effectively addressed. Meet key performance indicators and outcomes as set by Head of Health Promotion, including funding requirements</p> <p><b>Liaison</b> Work co-operatively with other health agencies and providers, education institutions and the media in meeting the health needs of the community. Liaise closely with staff to develop a holistic approach to health care and health education. Collaborate with other agencies in meeting the health needs of the community. Interpret community health attitudes and needs to management.</p> <p><b>Management</b> Provide statistical information and reports for the department. Identify opportunities and assist in the preparation of funding submissions.</p> <p><b>Administration</b> Provide and maintain health promotion and education resources for the department and the community where appropriate.</p>
<b>Key Selection Criteria:</b>	<ol style="list-style-type: none"> <li>1. A tertiary qualification in Health Promotion, Allied Health, Nursing (Division 1) or other relevant discipline such as Education,</li> </ol>

	<p>Communication or Marketing.</p> <ol style="list-style-type: none"> <li>2. Demonstrated ability in understanding and practice of health promotion principles.</li> <li>3. Excellent communication and organisation skills.</li> <li>4. Previous experience in Community Health or Health Promotion or working with young people aged 12-25.</li> <li>5. A good knowledge of quality improvement and customer service.</li> <li>6. Ability to work well within a multi-disciplinary team and liaise with community members and agencies.</li> <li>7. Current Victorian Drivers Licence.</li> </ol> <p><i>Desirable</i></p> <ol style="list-style-type: none"> <li>8. Experience in social marketing &amp; community engagement strategies.</li> </ol>
<b>Salary/Award:</b>	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2016-2020</i> .
<b>Infection Control:</b>	<ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>
<b>Continuous Quality Improvement:</b>	<ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> <li>• It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols</li> <li>• We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</li> </ul>
<b>Person Centered Care:</b>	<p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>Recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>
<b>Just Culture:</b>	All staff are expected to support a Just Culture in which reporting is actively encouraged, with an emphasis on learning from issues that arise as opposed to blaming those involved.
<b>Hardwiring for Excellence Values - Standards of Behaviour</b>	SHDH strategic direction has a specific focus on developing strong leaders by improving communication and accountability across the continuum. In line with the SHDH Organisational Values and Standards of Behaviour Charter 2017, staff are expected to align and demonstrate these behaviours, not 'sometimes' but 'always' so as to create and maintain a culture of high performance.
<b>Privacy and Confidentiality:</b>	SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.

	Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
<b>Mandatory Training:</b>	All employees must be aware of and complete designated mandatory training within the required time frame.
<b>Safety:</b>	<p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul>
<b>Review:</b>	Completion of My Work Plan on a yearly basis.
<b>Date Written</b>	December 2008
<b>Reviewed:</b>	March 2014, June 2016, September 2017, Nov 2017, Jan 2018
<b>Managers Name:</b>	Gayle Taylor
<b>Managers Signature:</b>	
<b>Employees Name:</b>	
<b>Employees Signature:</b>	



### Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

### Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

#### Disclosure advice:- (to be completed by the applicant)

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I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: \_\_\_\_\_ Date: ...../...../.....

**NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.**

#### Enquiries:

Email address: [hrmanager@shdh.org.au](mailto:hrmanager@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585