



**Swan Hill**  
District Health



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## Health Promotion Officer

Full Time - (Maternity Leave)

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 Maternity Leave cover 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. We are in the development stages of our new Health Promotion Plan which will focus on early years, particularly the first 1000 days, healthy eating and active living, and gender equity. A strong understanding and ability to engage with people from a diverse range of backgrounds including Aboriginal and Torres Strait Islander people, people with a disability, people from diverse cultural backgrounds and LGBTIQ+ people is a requirement.

The position will focus on the needs of our community 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. Settings and place based approaches to health promotion are taken with emphasis on working with partner agencies and services to support our community's health outcomes.

The Health Promotion team works closely with Departments within the Primary Care Division and the broader health service, along with a range of local and statewide organisations, and our community.

### **Want more information?**

For further information regarding this role, please contact Gayle Taylor, Dietetics & Health Promotion Manager on (03) 50339337 or by email [gtaylor@shdh.org.au](mailto:gtaylor@shdh.org.au)

Applications including 3 References, CV and Cover Letter containing the Key Selection Criteria responses, should be forwarded to [employment@shdh.org.au](mailto:employment@shdh.org.au)

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

**Closing date: Wednesday 15 September, 2021**

*Aboriginal and Torres Strait Islander people are encouraged to apply*



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| <b>Position:</b>         | <b>Health Promotion Officer</b>   |
| <b>Classification:</b>   | Community Development Worker Class 2A (Year Level In Accordance With Experience)  |
| <b>Department:</b>       | Health Promotion  |
| <b>Reports to:</b>       | Dietetics & Health Promotion Manager  |
| <b>Position Summary:</b> | The Health Promotion Officer will facilitate high quality primary prevention activity that is responsive to community need and empowers community action and enablement.  |
| <b>Responsibilities:</b> | <p>The Health Promotion Department is responsible for undertaking primary prevention activities both within the organisation and the community. This work is informed and guided by the Ottawa Charter for Health Promotion with a focus on primary prevention activities that:</p> <ul style="list-style-type: none"> <li>• Target populations rather than individuals and complement other prevention activities.</li> <li>• Address health and social inequities, and disparities of access.</li> <li>• Are evidence informed, consider difference in gender and culture, and take a planned approach.</li> <li>• Involve the community in determining and addressing the factors which impact on their health.</li> <li>• Adopt a strengths-based approach to empower communities and individuals.</li> </ul> <p>Specific responsibilities of the role include:</p> <ul style="list-style-type: none"> <li>• Developing strategic partnerships and working with identified stakeholders.</li> <li>• Community engagement.</li> <li>• Assisting with the planning and coordination of initiatives in line with funding guidelines.</li> <li>• The development, implementation, evaluation and reporting of assigned aspects of planned health promotion initiatives.</li> <li>• Identification of specific or desired performance outcomes for assigned work areas, within defined constraints.</li> <li>• Undertake a wide range of activities associated with assigned health promotion program areas.</li> <li>• Advocacy in the organisation, community and region for actions that address disadvantage and increase health equity.</li> <li>• Provide health promotion expertise or advice within the organisation and regionally.</li> <li>• Supervision of health promotion students and volunteers.</li> <li>• Other duties and responsibilities as designated by the Department Head.</li> </ul> <p>Key Performance Indicators</p> <ul style="list-style-type: none"> <li>• Effective delivery of evidence-based primary prevention activity.</li> <li>• Complete all administrative tasks efficiently and thoroughly.</li> <li>• Assist in meeting funding and service agreement targets and deliverables.</li> <li>• Contribute to quality improvement activities.</li> <li>• Demonstrate a commitment to ongoing personal and professional development.</li> <li>• Actively cooperate as a member of a team, following organisational values and behaviours.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Attend and contribute to departmental and other meetings as required.</li> <li>• Identify and deliver opportunities for consumer participation.</li> <li>• Comply with safety, training and performance review requirements.</li> </ul>   |
| <b>Key Selection Criteria:</b>         | <ul style="list-style-type: none"> <li>• A tertiary qualification in Health Promotion or other relevant discipline with experience in Community Health or Health Promotion.</li> <li>• Demonstrated ability in the understanding and practice of health promotion principles.</li> <li>• Commitment to engaging with and improving the health of vulnerable and marginalised communities.</li> <li>• Highly developed communication, organisational, documenting and writing skills.</li> <li>• Experience in working collaboratively with multiple stakeholders to achieve agreed outcomes.</li> <li>• A good knowledge of quality improvement and customer service.</li> <li>• Current Victorian Drivers Licence.</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers)</li> </ul> |
| <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> </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>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</p>  |
| <b>Our Purpose:</b>                    | <p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>   |
| <b>Privacy and Confidentiality:</b>    | <p>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.</p> <p>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</p>   |

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|                                 | 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>Asset Management:</b>        | Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.   |
| <b>Review:</b>                  | Completion of My Work Plan on a yearly basis.   |
| <b>Previous Revision dates:</b> | Nov 17, Dec 18, Dec 20  |
| <b>Current:</b>                 | September 2021  |
| <b>Managers Name:</b>           |   |
| <b>Managers Signature:</b>      |   |
| <b>Employees Name:</b>          |   |
| <b>Employees Signature:</b>     |   |



The Application for Employment form is required to be submitted with the following documents:

- Covering letter in support of application
- Response to Key Selection Criteria
- Applicants Curriculum Vitae

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin?     No         Aboriginal         Torres Strait Islander  
*(This question is voluntary)*

Do you wish to be identified under this category?     Yes     No

Are you an Australian Citizen or Permanent Resident:  Yes     No                      Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type \_\_\_\_\_ Expiry date ...../...../.....

Place/Country of issue: \_\_\_\_\_ Issue Number: \_\_\_\_\_

Do you require sponsorship?                                       Yes     No

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (*with a review at 3 months.*)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – \_\_\_\_\_ (Availability)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment?     Yes     No

If **Yes**, please provide details:

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## 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: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585