

Employee Position Description

Position Details		
Position Title: Health Promotion Practitioner	Department: Health Promotion & Engagement	Agreement: Victorian Stand-alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Reports To: Team Leader Health Promotion	Location: Required to work at Hawthorn and across all AccessHC sites	
Direct Reports: May require the supervision of short-term project staff/students/volunteers	Employment Status: Permanent Part-Time (0.8EFT)	Classification: Grade 2
Position Primary Purpose		
<p>The Health Promotion Practitioner position reports to the Team Leader Health Promotion and is part of the health promotion team. Access Health and Community, healthAbility and Link Health and Community work in partnership to promote a connected, active and healthier community across Boroondara, Manningham, Whitehorse and Monash. We do this as the Inner East Health Promotion Partnership (The Partnership) through shared Community Health-Health Promotion (CHHP) planning, action and reporting in line with the Department of Health CHHP Guidelines.</p> <p>We take a place-based approach, work across four settings where people live, play, work, and learn, including sport and recreation, early childhood services, professional networks and neighbourhoods, and schools and out of school hour care. The role is to work within The Partnership on designated settings-based health promotion systems and projects as outlined in The Partnership's Annual Action Plan led by the Team Leader and other Partnership Managers. The Health Promotion Practitioner will lead at least one program, health priority area or setting.</p>		
Decision Making Authority		Key Relationships
Decisions made independent of Team Leader <ul style="list-style-type: none"> Day-to-day time and diary management Operational decisions made within constraints of existing budgets, project plans and delegation Engagement with partner agencies, community settings and community members connected to existing project work Identifying new opportunities, settings and grants for prevention. Facilitating community networks 		Internal <ul style="list-style-type: none"> Health promotion team headspace Hawthorn/Malvern Community Engagement Coordinator Communications Team Other AccessHC staff, students and volunteers External <ul style="list-style-type: none"> Health Promotion staff from The Partnership (AccessHC, healthAbility, Link Health and Community) Health Promotion Staff from other organisations Local Government Officers and elected officials Social Service and Community Service Agency Staff State Government Officers

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

		<ul style="list-style-type: none"> • Staff/Committee Members from Health Promotion Settings • Communities in Boroondara, Manningham, Monash and Whitehorse
Key Accountabilities		
Focus Areas	Responsibilities	
Deliver Population-level Health Promotion	<ul style="list-style-type: none"> • Assist the Team Leader Health Promotion in the planning, delivery and evaluation of health promotion activity as detailed in The Partnership's CHHP Annual Action Plan • Lead the development, implementation and evaluation of required priority, setting or program area as detailed in Individual workplan • Actively contribute to planning and reporting requirements of funding bodies 	
Provide high level written and verbal communication	<ul style="list-style-type: none"> • Prepare all project documentation to a high standard for authorisation by Team Leader including: <ul style="list-style-type: none"> – Preparing project plans, budgets, marketing plans, advocacy strategies, evaluation plans and project reports – Managing the development of information and promotional materials, to publication standard, to assist in the successful implementation of priority or settings-based project work – Using a variety of business communication and advocacy tools to communicate messages to internal and external stakeholders including press releases, reports, submissions, letters and commentaries • Prepare reports for internal and external stakeholders as directed by Team Leader Health Promotion • Apply principles of health literate communication to all work and act as a resource to colleagues in creating a health literate organisation • Use strong communication and interpersonal skills to develop working relationships with stakeholders, community members, volunteers and staff, including strong cultural competency 	
Build and Engage Partners	<ul style="list-style-type: none"> • Work in partnership with settings and The Partnership • Partner with agencies inside and external to the health system applying a systemic approach to improving the health of populations • Contribute to a Client Relationship Management approach to generate and expand relationships with community members and organisations 	
Build the Health Promotion Profession	<ul style="list-style-type: none"> • Support the development of the health promotion industry by supervising students and volunteers on placement, under direction of the Team Leader Health Promotion 	
Contribute to a Health Promoting Organisation	<ul style="list-style-type: none"> • Assist the Team Leader Health Promotion to implement a Health Promoting approach across AccessHC focussing on equity, diversity, client-centred approaches and consumer and community engagement and participation 	
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; <i>Equity, Collaboration, Integrity, Accountability, Innovation and Excellence</i> 	
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position 	

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	<ul style="list-style-type: none"> Participate in mandatory training requirements to support the delivery of a safe and effective service
Workplace Health and Safety	<ul style="list-style-type: none"> Act in accordance with health and safety policies and procedures at all times All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct
Selection Criteria	
Mandatory selection criteria items <ul style="list-style-type: none"> Police Check International Police Check (If worked o/s applicable) Working With Children Check Driver's Licence Key Criteria Selection <ul style="list-style-type: none"> Tertiary qualifications in health promotion, public health, health science, community development or a related discipline Minimum of one years' experience in a population health role within a community context. Eligible for registration as an IUHPE Registered Health Promotion practitioner Demonstrated ability to work collaboratively in a team environment Proficiency in Microsoft Office and relevant software applications. 	Attributes <ul style="list-style-type: none"> Demonstrated ability to embed equity in your work, change work practices to increase inclusion, apply a gender lens and actively seek input from people with lived experience of diversity and intersectionality. Demonstrated ability to develop strong working relationships with community members, volunteers and staff, including strong cultural competency. Knowledge and experience using systems thinking in health promotion. Knowledge of health promotion principles (in Ottawa Charter), determinants of health and Victorian Health and Wellbeing Plan. Knowledge and skills in health promotion core competencies: enable change, advocate for health, mediate through partnership, communication, leadership, needs assessment, planning and assessment, evaluation and research. Commitment to reflective practice and continuous quality improvement. Demonstrated project management, time management and prioritisation skills. Demonstrated behaviours consistent with AccessHC values.
<p>Access Health and Community is a Child Safe Organisation that values inclusivity and diversity. We encourage applications from people with disabilities, those with mental health and/or AOD recovery experience, and those with diverse genders and sexualities.</p> <p>At AccessHC, our vision for reconciliation is an Australia where Aboriginal and Torres Strait Islander peoples experience equitable health and social outcomes. Our Reflect Reconciliation Action Plan (RAP) will contribute to achieving reconciliation. We will seek an understanding of and acknowledging histories and injustices, support the active expression of culture, build strong, trusting relationships, and apply culturally appropriate practices within our work. We will work in partnership with Aboriginal and Torres Strait Islander peoples to create a welcoming and safe place for everyone at our services.</p> <p>Access Health and Community acknowledges the Wurundjeri Woi-wurrung people, who are the Traditional Owners of the land on which we work. We pay our respects to Wurundjeri Elders past, present, and future, and extend that respect to other Aboriginal and Torres Strait Islander people. We acknowledge that sovereignty was never ceded.</p> <p>As a vaccine positive organisation, we encourage COVID-19 vaccination. As we offer disability services, we require successful applicants to undergo a NDIS Workers Screening Check, Working With Children Check, Police Check and potentially an International Check.</p>	

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Authorisations	
Employee Name: Signature: _____ Date: / /	Manager Name: Signature: _____ Date: / /

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