



PORT LINCOLN ABORIGINAL HEALTH SERVICE INC.
JOB AND PERSON SPECIFICATION

Title of Position: Health Promotion Officer – Full time 1.0 FTE
Classification: PLAHS Employees Enterprise Agreement 2019
Health Worker Grade 3
Program/Team: Public Health
Type of Appointment: Ongoing subject to PLAHS conditions

Job and Person Specification Approval
All named parties to sign, print name and add date

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PLAHS CEO (print name)..... Employee (print name).....

...../...../.....

Supervisor (print name).....

JOB SPECIFICATION

1. Summary of the broad purpose of the position and its responsibilities/duties

The Health Promotion Officer will be responsible for the planning and implementation of health promotion activities and programs developed with in the Port Lincoln Aboriginal Health Service (PLAHS) Strategic Plan and in consultation with multidisciplinary service providers, government and non-government agencies and the Aboriginal community. These will reflect the mission and values of PLAHS programs and will contribute to the promotion of the health and well-being of the Aboriginal community.

2. Reporting/Working relationships

- Reports to the Public Health Manager with close working relationships with the Senior Manager Primary Health Care.
- Significant liaison and co-ordination of activity is required across all teams within PLAHS and will include reporting to relevant team meetings, Program Managers and Team Leaders across the multidisciplinary Health Service.

3. Special Conditions (such as non-metropolitan location, travel requirements, overtime, etc.)

- Employment terms and conditions are as per the *PLAHS Employees Enterprise Agreement 2019*, the National Employment Standards (NES) and PLAHS Policies & Procedures
- The position is located in Port Lincoln
- Some inter/intrastate travel may be required
- Position review at agreed intervals from commencement with Public Health Manager or delegate

- Where a probationary period of 6 months applies staff appraisal to be undertaken prior to conclusion with the Public Health Manager or delegate; staff appraisal to be undertaken thereafter as per annual schedule
- Current full unrestricted driver's licence to be maintained throughout employment period – loss of licence may lead to loss of employment
- Must hold a satisfactory DCSI Working with Children Check (WWC) current within 5 years and an Aged Care Related Criminal History Check and/or a current National Police Certificate or approved alternative current within 3 years to be presented prior to commencement and maintained throughout as required
- Must undertake any education and training required for the position
- Provide First Aid Certificate current within 3 years
- *Safe Environments for Children & Young People* certification or approved alternative current within 3 years
- Annual Hand Hygiene and Infection Control updates
- Evidence of compliance with PLAHS staff immunisation requirements including COVID-19 and annual fluvax to be provided prior to commencement and thereafter within the stated timeframe/s
- No accumulation of Time off in Lieu (TOIL) in excess of 24 hours
- Must demonstrate awareness of and strictly abide by the PLAHS Privacy Policy and its applications
- Must maintain strict confidentiality in relation to all aspects of client, employees and PLAHS information. Breaching of confidentiality in any form will be considered grounds for dismissal.
- Must abide by all PLAHS Policies & Procedures as outlined in the relevant manuals and sign Confidentiality, Code of Conduct, Use of Internet & Email, Acceptance of Conditions and Rules for Driving a PLAHS Vehicle and Work Health & Safety agreements
- Must provide consistency and impartiality within complex community/cultural considerations to avoid conflicts of interest
- All PLAHS employees must participate in and support the Organisation in its continuous quality improvement program, community capacity building and any other PLAHS initiatives as required
- Must comply with PLAHS smoke free work environment conditions
- All PLAHS positions are subject to satisfactory performance and ongoing funding

4. Statement of Key Outcomes and associated activities

The Health Promotions Officer is required to be responsible for:

- Planning and implementation of health promotion activities and programs developed with in the Port Lincoln Aboriginal Health Service (PLAHS) Strategic Plan and in consultation with multidisciplinary service providers, government and non-government agencies and the Aboriginal community.
- Provision of an annual calendar of health promotion events
- Contributing to community consultation and development, (Strategic & Action Plans) research and evaluation, workshop facilitation, resource and policy development, submission writing, advocacy, designing and delivering public information campaigns
- Contributing to the promotion of the general health and well-being of the Aboriginal community by utilising a Population Health approach
- Promoting realistic community expectations of services and referral pathways
- Coordination of all health promotional, screening or educational activities to primary and secondary school students
- Coordination of community health education events
- Providing data and reports as required
- Coordinating multi-media productions (TV, radio, advertising, publications, pamphlets etc)
- Performing other relevant duties as directed

PERSON SPECIFICATION – *applicants must address each dotpoint*

ESSENTIAL MINIMUM REQUIREMENTS (those characteristics considered absolutely necessary)

Qualifications

- A Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care Practice and/or an acceptable equivalent qualification
- Completion of health promotion training, or willingness to undertake, appropriate further education relevant to the position

Abilities/Aptitudes/Skills

- Highly developed written and verbal communication skills
- Well-developed skills in the use of MS Office products including Word, Excel, Publisher, PowerPoint and/or similar systems
- Able to interpret information to produce effective information and publications
- Demonstrated ability to liaise and communicate effectively with all stakeholders
- Demonstrated ability to work in a cross-cultural environment
- Demonstrated ability to work effectively as a member of a multidisciplinary team
- Demonstrated ability in working independently with minimal supervision, determining priorities, meeting deadlines, planning and organising work

Experience (including community experience)

- Experience in working with Aboriginal people
- Experience in developing and successfully delivering a planned schedule of health promotional activities

Knowledge

- Demonstrated understanding and knowledge of Aboriginal culture and contemporary issues
- Demonstrated understanding of health Promotion Strategies, Planning and principles.
- Sound knowledge the Primary Health Care principles including of client centered and social justice principles and practice
- Sound knowledge of project management, community development and engagement principles.
- Knowledge of local resources and local organisations
- Knowledge and understanding of Cultural Safety principles and their workplace implementation
- Knowledge of Equal Opportunity and Work Health & Safety (WHS) Legislation

Special requirements (failure to comply may result in termination of employment)

- Must hold a current unrestricted driver's licence (loss of licence may result in termination of employment)
- Satisfactory DCSI Working with Children Check (WWC) current within 5 years and an Aged Care Related Criminal History Check and/or a current National Police Certificate or approved alternative current within 3 years to be presented prior to commencement and maintained throughout as required
- Evidence of compliance with PLAHS staff immunisation requirements including COVID-19 to be provided prior to commencement and thereafter within the stated timeframe/s
- Provide First Aid certificate current within 3 years
- *Safe Environments for Children & Young People* or approved alternative current within 3 years.

- Hand Hygiene and Infection Control training to be updated annually
- Must demonstrate awareness of and strictly abide by the PLAHS Privacy Policy and its applications
- Must maintain strict confidentiality in relation to all aspects of client, employees and PLAHS information. Breaching of confidentiality in any form may be grounds for dismissal.
- All PLAHS personnel must abide by all PLAHS Policies & Procedures including Confidentiality, Code of Conduct, Use of Internet & Email, Acceptance of Conditions & Rules for Driving a PLAHS Vehicle and Work Health & Safety as outlined in the relevant manuals and as signed off by the appointee
- Must comply with PLAHS' Smoke Free Workplace Policies and Procedures
- Must provide consistency and impartiality within complex community/cultural considerations to avoid conflicts of interest
- Must participate in and support the Organisation in its continuous quality improvement program, community capacity building and any other PLAHS initiatives as required

DESIRABLE CHARACTERISTICS (to distinguish between applicants who have met all essential requirements)

Qualifications

- Post Graduate qualifications in Health Promotion

NOTES

Review of Job & Person Specification:

This Position Specification will be reviewed regularly as part of the performance management and review program. This regular review will ensure that the Position Specification is current and reflects accurately the duties carried out by the incumbent.

All Staff are identified as being front line providers in client service. Therefore, they will be supported with the necessary systems and procedures/training to ensure appropriate, timely and efficient service delivery.

*Created February 2007
 Reviewed April 2010
 Reviewed January 2012
 Reviewed Nov 2012
 Reviewed July 2013
 Reviewed September 2015
 Reviewed March 2018
 Revised February 2022
Minor revisions July 2022*