

Position Details

Position Title	Health Promotion Practitioner
Mode of Employment	Full Time, Ongoing
Award/EBA	Victorian Stand Alone Community Health Services (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Multiple Enterprise Agreement 2011 – 2015
Classification	Grade 2
Hourly Rate	\$29.45/hr
Salary Packaging	Up to \$15,900 per annum is available. Other eligible packaging items may apply.
Department/Team	Health Promotion
Location	Ashburton/ Hawthorn/ Doncaster with travel to other sites
Reports to	General Manager, Health Promotion
Direct Reports	May require the supervision of short-term project staff/volunteers
Probationary Period	A three month probationary period will apply
Working with Children Check required	Yes, a requirement for this position
Disability Worker Exclusion Scheme	Yes, a requirement for this position
Medicare Registration Provider number required	Not a requirement for this position
Professional Registration required (IUHPE)	Yes, a requirement for this position
Police Check required	Yes, a requirement for this position
Driver's Licence required	Yes, a requirement for this position

Position Summary

Organisation Background	Access Health and Community (AccessHC) is the new name for Inner East Community Health Service and Manningham Community Health Service. AccessHC operates in the Cities of Boroondara, Manningham and Yarra offering a range of medical, health and community services.
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	<p>AccessHC is a not for profit organisation with caring at its centre. Employing over 250 staff, our Mission is to build healthier lives together with our communities and deliver excellent health services for all. A high priority is placed on improving the quality of our client's lives through health education and health promotion and the delivery of integrated services. Whilst the majority of services are provided through funding from Federal and State Government programs, private practitioners also operate at the clinical sites.</p> <p>AccessHC maintains the following Values:</p> <p>Equity <i>We believe everyone is entitled to good health</i></p> <p>Collaboration <i>We work together to achieve our goals</i></p> <p>Integrity <i>We act honestly and ethically at all times</i></p> <p>Accountability <i>We take ownership of our actions and behaviours to ensure we achieve our goals</i></p> <p>Innovation <i>We drive innovation for better care</i></p> <p>Excellence <i>We strive to be the best at what we do.</i></p>
<p>Position Purpose</p>	<p>The Health Promotion team works on the premise that the health of an individual is mediated by the structures, services and supports that exist within the community they belong to. Health Promotion Practitioners work at the systemic and community level ensuring that the environment people live within enables healthy decisions and actions and leads to healthy outcomes.</p> <p>Health Promotion recognises the importance of equity in access and service provision and acknowledges a Social Determinants of Health approach in developing healthy, liveable communities.</p> <p>Health Promotion Practitioners work both internally at AccessHC and within the community on priorities as detailed in the Health Promotion Team plan. Current priorities for health promotion include:</p> <ul style="list-style-type: none"> • Increasing Social Inclusion • Prevention of Alcohol and Drug-related harm • Prevention of Violence Against Women through Gender Equity • Improving Health Literacy in the Community • Community and Client Engagement and Participation <p>The Health Promotion Practitioner position reports to the General Manager Health Promotion and is part of the health promotion team. The role is to work on designated AccessHC health promotion projects as led by the manager. The Health Promotion Practitioner will be the key liaison position and project manager for at least one program or priority area.</p>

Position Functions

<p>Key areas of accountability</p>	<ul style="list-style-type: none"> • Assist the General Manager Health Promotion in the planning, delivery and evaluation of health promotion activity as detailed in the Health Promotion Team workplan.
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	<ul style="list-style-type: none"> • Lead the development, implementation and evaluation of requisite priority or program area as detailed in Individual workplan. <ul style="list-style-type: none"> ○ Act as lead, key liaison and project administrator for areas of responsibility, contributing to regular team project review meetings. ○ Prepare all project documentation to a high standard for authorisation by General Manager 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 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 General Manager. • Partner with agencies inside and external to the health system applying a systemic approach to improving the health of populations. • Assist the General Manager Health Promotion to implement a Health Promoting approach across AccessHC focussing on equity, diversity, client centred approaches and consumer and community engagement and participation • Contribute to a Client Relationship Management approach to generate and expand relationships with community organisations. • Actively contribute to planning and reporting requirements of funding bodies. • Support the development of the health promotion industry by supervising students and volunteers on placement under direction of the General Manager.
Other responsibility areas (all staff)	<p><i>Quality and Risk Management</i> Develop and maintain a sound knowledge of and commitment to AccessHC policies and procedures</p>
	<p><i>Occupational Health and Safety</i> Ensure that work and services are provided in a safe manner at all times by regularly reviewing practices and environment and by participating in Health and Safety training as required</p>
	<p><i>Professional Development</i> Actively participate in relevant continuing professional development as required</p>
	<p><i>Standard of Conduct</i> To abide by the policies and procedures of AccessHC applicable to the maintenance of good order and conduct. To maintain a harmonious and courteous attitude towards clients, the public and other staff</p>

Position Requirements

Applicants are required to provide a written statement addressing the Key Selection Criteria (KSC) with the Cover Letter.

