

Employee Position Description

Position Details		
Position Title: Health Promotion Practitioner	Department: Health Promotion	Agreement: Victorian Stand-alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022
Reports To: General Manager Health Promotion	Location: Required to work across all AccessHC Sites	
Direct Reports: May require the supervision of short-term project staff/volunteers	Employment Status: Full Time, Ongoing	Classification: Grade 2
Position Primary Purpose		
<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>		
Decision Making Authority		Key Relationships
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> • Day-to-day time and diary management • Operational decisions made within constraints of existing budgets and project plans. • Engagement with partner agencies, community settings and community members connected to existing project work. • Identifying new opportunities, settings and markets for prevention. • Facilitating community networks. 		<p>Internal</p> <ul style="list-style-type: none"> • Other health promotion team staff • Students, volunteers and/project staff as appropriate • Community Engagement Officer headspace • Other AccessHC staff <p>External</p> <ul style="list-style-type: none"> • Health Promotion Staff from external organisations • Local Government Officers and elected officials • Social Service and Community Service Agency Staff • State Government Officers • Staff/Committee Members from Health Promotion Settings.

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.

Key Accountabilities	
Focus Areas	Responsibilities
Deliver Population-level Health Promotion	<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. • Lead the development, implementation and evaluation of requisite priority 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 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.
Build and Engage Partners	<ul style="list-style-type: none"> • 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 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 General Manager.
Contribute to a Health Promoting Organisation	<ul style="list-style-type: none"> • 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
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.
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. • 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.

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Selection Criteria

Standard selection criteria items

- Police Check
- International Police Check
- Working With Children Check
- Driver's Licence

Qualifications, registrations and experience

- Tertiary qualifications in health promotion, public health, health science 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
- Proficiency in Microsoft Office and relevant software applications

Key skills and attributes

- Strong communication and interpersonal skills
- Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds
- Commitment to continuous quality improvement and health promotion principles
- Effective time management and prioritisation skills
- High level of accuracy and attention to detail
- High level of cultural sensitivity and awareness
- Demonstrated project management skills
- Demonstrated ability to work in a team environment
- Demonstrated behaviours consistent with AccessHC values

AccessHC is a Child Safe Organisation.

AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.

Authorisations

Employee Name:

Signature: _____

Date: / /

Manager Name:

Signature: _____

Date: / /

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