



## POSITION PROFILE

**POSITION TITLE: HEALTH PROMOTIONS OFFICER**

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| <b>Position Title</b>                         | Health Promotions Officer  | <b>Program / Funding Stream</b>                 | WITGLZ Primary Health Care |
| <b>Position Classification</b>                | HPCS Level 1 - 2   | <b>Finance Funding Code</b>                     | DOC50                      |
| <b>Indigenous Identified Position:</b>        | No   | In accordance with Grant / Funding Requirements |                            |
| <b>Reports To</b>                             | Health Promotion Coordinator   | <b>Direct Reports</b>                           | Nil                        |
| <b>Program / Service and Role Description</b> | <p>Wurli-Wurlinjang Health Service is an Aboriginal Community Controlled Organisation delivering primary and clinical health care services to the Aboriginal people in Katherine and surrounding communities. Wurli prides itself on delivering a range of health and wellbeing services to the community in a style and manner that makes clients feel welcome and comfortable. The Health Promotions function is a part of Wurli Strategic plan and vision to develop and deliver a consistent approach to health promotion across all areas of the organisation for the Wurli wider community. Lead by a Health Promotions Coordinator this service unit will be required to work in a collaborative manner across the Primary Health Service and Community Services sector of our business to provide effective health promotion and education to our people.</p> <p>The Health Promotions Officer role is responsible for the fostering of a culture of health promotion across the organisation and the development and implementation of effective health promotion interventions and capacity building strategies in accordance with the priority health and wellbeing issues within the Katherine Aboriginal and Torres Strait Islander communities. The role will be pivotal in assisting Wurli address the health inequities for their people and engaging Aboriginal and Torres Strait Island people at risk of marginalisation into a welcoming and non-threatening health intervention and wellbeing services.</p> |   |                            |
| <b>Qualifications</b>                         | <b>Essential:</b> xxx  |   |                            |
|   | <b>Desired:</b> Certificate IV in Youth Work / Health Promotion / Community Development or equivalent  |   |                            |

| <b>Experience</b>       | <b>Essential:</b> Demonstrated experience in a liaison and education role such  |   |
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|                         | <b>Desired:</b> Previous experience in the delivery of health promotion and education services<br>Previous experience in an Aboriginal Medical Service or similar community service   |   |
| <b>Prerequisites</b>    | National Police Records Check and Working with Children's Clearance<br>Current Northern Territory Driver's License<br>Proof of eligibility to work in Australia   |   |
| <b>Key Result Area</b>  | <b>Responsibilities / Activities</b>  | <b>Standard Measure</b>   |
| <b>SERVICE DELIVERY</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Work with the community to create and implement a one year program of events, activities and workshops to assist engage youth age 12 -24 in looking after their health and welfare and that of the community</li> <li><input type="checkbox"/> Work in a community development context to develop, facilitate and implement youth inspired opportunities for safe, cultural, health and recreational activities with a focus on encouraging community life participation and connectedness. Health related activities that are non-judgmental could include but are not limited to:- <ul style="list-style-type: none"> <li><input type="checkbox"/> Sport;</li> <li><input type="checkbox"/> Nutrition;</li> <li><input type="checkbox"/> Sexual health</li> <li><input type="checkbox"/> Music</li> <li><input type="checkbox"/> Arts</li> <li><input type="checkbox"/> Cultural activities</li> <li><input type="checkbox"/> Leisure activities</li> </ul> </li> <li><input type="checkbox"/> Work in collaboration with other Wurli services to develop and provide youth health promotion projects, resources with specific focus on STI and general health screening and treatment.</li> <li><input type="checkbox"/> Delivery of a regular outreach service that is suitable for youth engagement utilising a peer to peer approach</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Services delivered meets the stated objectives in accordance with the funding / project agreement, Wurli's Continuous Quality Improvement Program and related policies and procedures:- <ul style="list-style-type: none"> <li><input type="checkbox"/> Percentage of engagement targets</li> <li><input type="checkbox"/> Number of activities.</li> <li><input type="checkbox"/></li> </ul> </li> </ul> |

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|  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure program is responsive to the needs of the community and the target group</li> <li><input type="checkbox"/> Ensure the program engages the community in a manner that promotes partnership and community collaboration</li> <li><input type="checkbox"/> Provide referrals to other Wurli services if a need is identified</li> </ul>   |  |
| <b>PROGRAM DEVELOPMENT, NETWORKING &amp; LIAISON</b> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish and maintain community engagement and consultation in relation to youth engagement initiatives and program objectives</li> <li><input type="checkbox"/> Provide feedback from the community on a regular basis to the Health Promotion Coordinator</li> <li><input type="checkbox"/> Participate in program evaluations as required</li> <li><input type="checkbox"/> Actively encourage client/family/community to engage in practices conducive to optimising health</li> </ul>   | <ul style="list-style-type: none"> <li>• Active involvement and contribution to networking, advocacy, monitoring and evaluation of the service / program</li> </ul>                            |
| <b>TEAM SUPPORT</b>                                  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain effective working relationships with the Health Promotion Coordinator to ensure effective team service delivery</li> <li><input type="checkbox"/> Facilitate effective communication between other program staff and the community / clients</li> <li><input type="checkbox"/> Work to foster productive relationships with all clinic, program and support staff</li> <li><input type="checkbox"/> Actively participate and contribute to team meetings and education</li> <li><input type="checkbox"/> Participate in clinical governance, work health and safety, quality and accreditation processes and other activities and processes as appropriate.</li> <li><input type="checkbox"/> Participate in the performance review process, commits to own self development and maintain professional competencies</li> </ul> | <ul style="list-style-type: none"> <li>• Co-operative and professional working relationships are developed and maintained</li> <li>• Commits to professional development activities</li> </ul> |
| <b>ADMINISTRATION &amp; REPORTING</b>                | <ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain accurate and up to date records of client service delivery in accordance with Wurli standards and program requirements.</li> <li><input type="checkbox"/> Perform other administration duties as required within both an outreach, community and office environment.</li> <li><input type="checkbox"/> Provide briefings and reports to the Health Promotion Coordinator as required.</li> </ul>   | <ul style="list-style-type: none"> <li>• Maintain appropriate and adequate documentation in accordance with established guidelines</li> </ul>  |

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| <b>WORKPLACE HEALTH &amp; SAFETY</b>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure your personal health and safety, and that of others in the workplace</li> <li><input type="checkbox"/> Comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety</li> <li><input type="checkbox"/> Promote and deliver in accordance with Wurli’s risk management framework</li> <li><input type="checkbox"/> Report all accidents, incidents, near misses and hazards immediately</li> <li><input type="checkbox"/> Abide by workplace health and safety protocols of other sites and organisations visited.</li> </ul> | <ul style="list-style-type: none"> <li>• Adheres to Risk Management and WH&amp;S Policy and Procedures at all times</li> </ul>  |
| <b>CORPORATE IDENTITY</b>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Promotes and embodies Wurli’s vision and values</li> <li><input type="checkbox"/> Act as a role model for staff and clients</li> <li><input type="checkbox"/> Act in accordance with Wurli’s Code of Conduct</li> </ul>   | <ul style="list-style-type: none"> <li>• Acts in a professional manner, leads by example, promotes the organisation and maintains the reputation of the organisation and profession / service</li> </ul>  |
| <b>Personal Characteristics / Qualities</b>  |   | <b>Job Competencies (Skills and Knowledge)</b>  |
| <ul style="list-style-type: none"> <li>• Presents a personal image and demeanor that promotes credibility and is appropriate to work setting and role</li> <li>• Collaborative: Exceptional ability to collaborate, communicate, and execute outcomes; Encourages and cooperates with others to achieve common goals</li> <li>• Service –user focused: Committed to and acts for well-being of internal and external service users, ensures needs of service users remain key focus</li> <li>• Passionate about improving the health and wellbeing outcomes for indigenous youth</li> <li>• Resilient</li> </ul> |   | <ul style="list-style-type: none"> <li>• Willingness to work within Wurli’s values and vision and adhere to quality improvement practices, policies and procedures</li> <li>• Demonstrated knowledge and understanding of indigenous societies and culture, including issues effecting indigenous people in contemporary Australian Society and knowledge of Katherine and surrounding communities</li> <li>• High level verbal communication skills, demonstrating sincerity, warmth, commitment, empathy, and integrity</li> <li>• Ability to work and operate in a culturally secure manner and support others to do the same.</li> <li>• Can work autonomously and actively participate as a team player</li> <li>• Excellent Interpersonal skills: Tactful and able to explain and discuss all matters using appropriate verbal and written communication for the target audience</li> <li>• Sound written communication skills</li> </ul> |

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|  | <ul style="list-style-type: none"><li>• Computer skills including the ability to use MS Office Suite, MS Outlook or equivalent and data management information systems</li></ul> |
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