



Position Title	Health Promotions Officer	Position Number	SS-044
Work Group:	Social Support		
Work Unit:	Health Programs		
Reports To:	Health Programs Coordinator		
Supervisory:	No		
Award	Aboriginal & Torres Strait Islander Health Workers & Practitioners & Aboriginal Community Controlled Health Services Award 2020 (Cth) NES Fair Work Conditions Contract of Employment		
Position Term	Ongoing – 37.5 hours per week		
DATE:	24.01.2022	No of Pages	5
REVIEW DATE:	0	STATUS:	Draft/Active/Under Review
ENDORSED BY: (Chief Executive Officer)		DATE OF ENDORSEMENT	/ /

#### VISION STATEMENT

Bega Garnbirringu Health Services vision for the future is for a society in which Aboriginal and Torres Strait Islander people are not disadvantaged and share a quality of life with health standards and life expectancy equal to the non-Aboriginal and Torres Strait Islander community.

#### MISSION STATEMENT

Bega Garnbirringu Health Service's mission include the development and maintenance of a robust and diverse organisation that will provide sustainable, culturally appropriate and holistic health services to the Aboriginal and Torres Strait Islander people.

Bega Garnbirringu Health Service will address the social determinants of health and provide for clinical, educational and preventative health services and the development and retention of the skilled workforce necessary to achieve its mission.

#### ABOUT BEGA

Bega Garnbirringu Health Services (Bega) approaches health service delivery from a holistic perspective. This means that Bega seeks to close the gap in health outcomes for Aboriginal people through a multi-faceted approach that includes a high level of attention to the social determinants of health as well as clinical and primary health.

In order for this approach to be effective it is essential that all staff view their role through the eyes of the client and from a whole of organisation perspective. To this end it is essential that all employees be team oriented and prepared to work cooperatively in a multi-disciplinary environment. All employees must abide by their contract of employment and code of conduct and apply themselves to their duties with professionalism, integrity, ethical practice and with diligence.

The organisation has a strong commitment to the provision of services that are culturally appropriate and safe for Aboriginal clients.



## PURPOSE OF THE POSITION

This position engages and supports stakeholders to develop and implement strategies to prevent Foetal Alcohol Spectrum Disorder (FASD) and associated developmental delay spectrum listed below as FASD.

This position aims to improve support available for children with FASD and their families.

This position conducts baseline audits on health promotion across all Bega programs to support development of health promotion strategies aimed at improving health to the ATSI community of the Goldfields.

## KEY CLIENT AND STAKEHOLDER RELATIONSHIPS

### External:

- Liaise and maintain working relationships with a variety of organisations and stakeholder representative groups as required.
- Develop and maintain good client relationships as required.

### Internal:

- Maintains close working relationships with all BGHS employees.



**RESPONSIBILITIES OF THIS POSITION**

KEY RESULT AREA	POSITION RESPONSIBILITIES
Professional Services	<ul style="list-style-type: none"> <li>❖ Project manage and implement the day-to-day delivery of FASD prevention activities</li> <li>❖ Establish partnerships and networks with agencies and community leaders to develop and implement FASD strategies that align with long-term community objectives</li> <li>❖ Develop and maintain databases, including FASD resources and a list of stakeholders involved in the delivery of programs to address FASD</li> <li>❖ Develop culturally appropriate resources and awareness raising material for local communities</li> <li>❖ Develop and conduct education and training programs on FASD to various target groups</li> <li>❖ Provide information and education to families, providers, researchers, and policy makers on FASD</li> <li>❖ Assist other Bega programs with planning and delivering health promotion activities needed by the Community</li> <li>❖ Comply with Bega policy and procedures currently in practice or that may be introduced from time to time.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>❖ Provide leadership to the multidisciplinary team of Bega in all areas of Health Promotion</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>❖ Ensure all reporting is collected, submitted and meets KPI requirements for BGHS and relevant funding agreements.</li> <li>❖ Assist and or/provide regular reports as directed.</li> <li>❖ Ensure regular data is input into databased or other computer software/programs as required;</li> </ul>
Organisation and Administration	<ul style="list-style-type: none"> <li>❖ Plan and establish priorities to ensure effective use of time.</li> <li>❖ As a member of a small team, demonstrate flexibility in supporting delivery of services as/when required e.g. reception.</li> <li>❖ Contribute to the ongoing development of internal policy and procedures.</li> <li>❖ Attend and participate in staff meetings and complete staff surveys on request;</li> </ul>
Communication	<ul style="list-style-type: none"> <li>❖ Effectively communicate and maintain sound relationships with clients, stakeholders and all BGHS employee's.</li> <li>❖ Maintains confidentiality and demonstrate compliance with relevant Privacy Legislation.</li> <li>❖ Display respect, empathy and understanding with all employees, Board Members and other stakeholders.</li> <li>❖ Work collaboratively and cooperatively with team members to ensure quality outcomes.</li> <li>❖ Work collaboratively across organisation boundaries as required;</li> </ul>
Education	<ul style="list-style-type: none"> <li>❖ Deliver health promotional and education to individuals and community group to increase awareness and prevention of FASD, other chronic conditions and promote healthy lifestyle choices</li> <li>❖ Attends relevant training courses and professional development including mandatory training as required by Bega.</li> <li>❖ Attends relevant conferences as per funding agreement.</li> </ul>
Physical Environment and Safety	<ul style="list-style-type: none"> <li>❖ Report and document incidents and accidents in accordance with Bega policies and procedures.</li> </ul>



	<ul style="list-style-type: none"><li>❖ Recognise potential hazards in the workplace and contribute to the development of strategies to remove or reduce the risk to an acceptable level.</li><li>❖ Maintain a safe environment for all employees within Bega.</li><li>❖ Adhere to correct fire safety procedures and attend fire drills as required.</li><li>❖ Ensure compliance with with Occupational Safety and Health (OSH) policies and procedures as set by BGHS and as set out under the OSH Act 1984.</li></ul>
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### COMPETENCY PROFILE FOR THIS POSITION

Competencies are the specific knowledge, skills and attributes needed to successfully undertake this role. The profile is used for recruitment, performance review, planning, and training and development activities.

### QUALIFICATIONS, SKILLS, EXPERIENCE AND KNOWLEDGE

#### ESSENTIAL:

- Sound knowledge of the National Policy Framework and Tools for health promotion and disease prevention related to FASD delivery to ATSI communities
- Sound understanding of health promotion principles and social determinants of health in an Aboriginal Public Health setting
- Sound knowledge of a public health approach to the delivery of health promotion activities including use of principles of primary health care, community development
- Experience in researching, collecting, analysing and interpreting information, evaluating options and formulating recommendations in a timely manner
- Experience in implementing and using monitoring and evaluation tools
- Demonstrated communication and engagement skills with a range of internal and external stakeholders
- Demonstrated knowledge and understanding of cultural factors and social determinants particularly relating to Aboriginal Health
- Demonstrated commitment to confidentiality and a high level of accuracy
- Well-developed problem-solving skills and the ability to effectively determine priorities to ensure deadlines are met
- Current WA Drivers Licence, Working with Children Check, Police Clearance (valid within 3 months)

#### DESIRABLE:

- Graduate Certificate in Diagnosis and Assessment of Foetal Alcohol Spectrum Disorders
- Tertiary qualification in Public Health, Health Promotion, Health Sciences, Project Management and/or similar experience

#### **Conditions of Appointment:**

Provide Bega Garnbirringu Health Service with the following requirements prior to commencement of employment;

- Valid Working with Children Check (WA)
- National Criminal History Check Certificate (Police Clearance - valid within 3 months)
- Australian Government COVID-19 Digital Certificate or evidence (immunisation record) of full COVID-19 Digital vaccination including Booster vaccination as per the booster vaccination (restrictions on access) directions.
- WA drivers' licence



**EMPLOYEE**

I (Full Name) \_\_\_\_\_ have sighted and accept this duty statement and acknowledge the expectations that will be held of me in relation to my role at Bega.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_