

Position Description



Position Title:	Health Promotion Coordinator
Reports to:	Health Program Team Leader Aboriginal Community Controlled Health Services Award 2010
Classification:	Admin Grade and Level dependent on experience and qualifications
Tenure/Hours of Work:	Part-time, 32 hours per week (FTE 0.8) 12 month maternity leave role

Background

The Kirrae Health Service Inc was established in the 1970's and provides a range of health services, home and community care and centre based activities and programs to members of our community who live at the Framlingham Aboriginal Settlement and in neighbouring areas including Warrnambool, Koroit, Yambuk, Allansford, Princetown and Bushfield.

Our Vision

That we continue to support families as our core cultural base, celebrating our strong family links, gaining cultural and social, emotional and economic well-being within our family units as this will support us to grow as individuals within a strong community.

Mission Statement

The Kirrae Health Service Inc. exists in order to service the physical, mental and emotional health needs of the Framlingham Aboriginal Community and surrounds in a manner that is effective, culturally sensitive and acceptable to the community.

1. Role Overview and Purpose

Primarily the role has a population health focussed approach to tackling Indigenous smoking. The role also however aims to work with the Health Team to add to community knowledge of overall health issues so that good health is promoted and preventable health issues are avoided. This includes chronic disease risk factors and delivering culturally appropriate community education initiatives to reduce the prevalence of these risk factors in Aboriginal and Torres Strait Islander communities.

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2. Job functions and responsibilities

Key Responsibilities

- Coordinate the organisations delivery of the Western Regional Victorian Tackling Indigenous Smoking Activity Work Plan utilising a population health approach
- Collect and report data related to Tackling Indigenous Smoking and other health promotion initiatives
- Participate in the Western Region GoMob! Consortium for Tackling Indigenous Smoking
- Liaise with VACCHO Tackling Indigenous Coordinator
- Work collaboratively with the health service teams and provide guidance and support to Kirrae Health Service staff and clients to support health promotion, smoking cessation and harm reduction within our organisation and community
- Use evidence based practice and work with a range of community representatives to plan, implement and evaluate health promotion initiatives within the community
- Work with local partners and key stakeholders to provide a culturally safe and appropriate approach to health promotion and prevention activities. Develop and maintain productive working relationships with key stakeholders
- Attend promotional events including occasional weekends to ensure that program objectives are met
- Other tasks as designated by the Health Team Leader or Practice Manager

Administration

- Coordinate relevant culturally appropriate health promotion based social media campaign posts, print media and displays
- Ensure all program data is entered into Communicare
- Submit all reports for program as required
- Ensure all procedures are created in line with KHS's quality management systems

General requirements

- Develop a positive and respectful relationship with the clients, staff, community and stakeholders
- Contribute to Quality and Continuous Improvement across the organisation
- Organise and participate in Health Promotion events

Other

Liaise with Allied Health services as required

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3. Continuous Quality Improvement

- Participate in and contribute to continuous quality improvement initiatives and other organisational activities to meet Quality Improvement Council Standards
- Work in conjunction with the Quality and Administration Coordinator to meet all QIC Accreditation criteria
- Play an active role in the KHS Risk Management Framework

4. Workplace Occupational Health & Safety (OH&S)

- Comply with occupational health and safety policies and procedures
- Report potential health and safety hazards and risks
- Comply with workplace housekeeping requirements and maintain work space in a clean and tidy state

Key Performance Indicators

- All reporting both internally and externally completed in an accurate and timely manner, meeting reporting deadlines as required
- Meeting the requirements of the Tackling Indigenous Smoking activity work plan
- Consistent evaluation of health promotion undertaken in line with the KHS planning and evaluation framework
- Interactions with clients are kind, caring and respectful of each client's identity, culture and diversity

5. Reporting and Relationships

Internal

- This position reports to the Health Program Team Leader
- This position is required to positively interact with all staff on a regular basis

External

- Community members
- Participate in the Western Victorian TIS Consortium meetings and workshops
- Other Health professionals and partners

6. Professional Development

- Participate in meetings, training, supervision and in-service education authorised by the Practice Manager; including Quit smoking training

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- Participate in annual performance appraisals

Qualifications/Skills Required

- Apply First Aid HLTF301B or ability to undertake
- Excellent computer skills
- Good organisational skills
- Good time management skills
- Ability to work independently and self-direct work flow
- Strong interpersonal skills
- Strong verbal, written and report writing skills
- Good facilitation skills
- Ability to work collaboratively as a member of a diverse team and in partnership with other agencies

EXPERIENCE:

- Previous experience in the delivery of health promotion services, or demonstrated knowledge of the requirements for implementation of these programs
- Working with Aboriginal people and Aboriginal communities desirable but not mandatory.
- Ability to work collaboratively with internal and external stakeholders to achieve health outcomes
- Demonstrated ability to implement and evaluate community and population health based health promotion activities

KNOWLEDGE:

- Knowledge of contemporary health issues in Aboriginal Communities

ATTITUDE:

- Appreciate, respect and value differences within Kirrae Health Service staff
- Contribute to and support positive staff morale
- Show sensitivity to the needs of Kirrae Health Service clients
- Promote and present a positive image of Kirrae Health Service to other staff, clients and the community
- Confidence and ability to interact with a wide range of people
- Good presentation and a pleasant manner

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Other

Some travel and work out of normal hours of duty may be required. A current unrestricted driver's licence is required.

Employment is subject to a satisfactory Police Check and Working With Children Check.

Kirrae Health Service is committed to the health, safety and wellbeing of its staff.

Kirrae Health Service and its staff must comply with a range of statutory requirements, including equal opportunity, child safety and working with vulnerable people, occupational health and safety, privacy and trade practice. Kirrae Health Service expects staff to comply with its policy and procedures which relate to statutory requirements and our ways of working.

I have read and understood the requirements of this role, as outlined in this Position Description.

Name: _____ Signed: _____ Date: _____

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