

BENDIGO COMMUNITY HEALTH SERVICES

POSITION TITLE: HEALTH PROMOTION WORKER - ACHIEVEMENT PROGRAM

Name:		PO Box 1121 Bendigo Central Victoria 3552
Position number:		
Award/Agreement:	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2013 - 2015	Central Site: Ph: (03) 5448 1600 Fax: (03) 5448 1699
Classification:	Community Development Worker classification range	Eaglehawk Site: Ph: (03) 5434 4300 Fax: (03) 5434 4355
Site:	Central site however the position may work from any Bendigo based BCHS site as negotiated	Kangaroo Flat: Ph: (03) 5430 0500 Fax: (03) 5430 0544
Hours per fortnight:	30.4 hours per fortnight	Elmore Primary Health: Ph: (03) 5432 6001 Fax: (03) 5432 6101
Tenure:	Fixed term to 29 June 2018	
Position description developed:	November 2017	
Responsible to:	Strategy Planning and Analysis (SPA) team	

1. Position Role

The role of the position is:

1. Assist secondary schools and workplaces in the City of Greater Bendigo to implement and achieve the specified benchmarks through the Achievement Program.
2. Utilise project management skills and tools to plan, implement, monitor and report against performance indicators.
3. Work with the Healthy Workplaces Coordinator in undertaking assessments of existing workplace preventive health initiatives.
4. Contribute to the strengthening of local networks, providing support for relationships and partnerships to undertake preventive health action.

2. Position Responsibilities

The responsibilities of the position are:

1. Develop and implement program initiatives in secondary schools, assisting them to achieve "Health Promoting School/Service" status.
2. Engage with established networks, key workplace health stakeholders, business and government stakeholders to build the profile of the program.

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3. Provide technical and general advice to stakeholders through direct contact, seminar and conference presentations.
4. Provide advocacy support to the community on preventive health issues, linking the community with relevant stakeholders and processes as appropriate.
5. Record and report back on activities and progress to the Bendigo Community Health Services (BCHS) integrated health promotion network.
6. Work closely with BCHS Media and Communications team to develop and disseminate results to broader audiences.
7. Contribute and undertake key tasks from the SPA team work plan.

3. The Role of the Team

This position contributes to planning and development strategies across the organisation which are congruent with the associated planning documents, frameworks and evidence. Reporting directly to the Chief Executive Officer this position is a pivotal resource to BCHS for initiatives and organisational strategies.

4. Key Selection Criteria

4.1 Essential

1. A qualification in Public Health, Health Science or Health Promotion or related discipline.
2. Demonstrated understanding of the social model of health and how to integrate these principles into practice.
3. Demonstrated experience in the field of public health including; planning, development, implementation, evaluation and reporting.
4. Demonstrated understanding and knowledge of critical thinking techniques, qualitative and quantitative research methodologies, evidence-based practice and validated evaluation methods.
5. Excellent interpersonal skills and demonstrated capacity to communicate effectively with a broad range of stakeholders and consumers.
6. Ability to work as a member of a self-directed team.
7. Intermediate to high level skills in Microsoft Office programs.
8. Current Driver's Licence.
9. Current Working with Children Check.

4.2 Desirable

1. Experience working in a similar environment.
2. Intermediate skills in SharePoint.
3. Ability to prepare funding submissions, grant applications and literature reviews.

5. Probationary Period

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

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6. Staff Review & Development (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the Position Role and Responsibilities and Key Selection Criteria in addition to the relevant Branch and Team Plans and the following Performance Indicators.

6.1 Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.

6.2 Communication and Team Work:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with clients

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' Vision, Values, and Strategic Directions.

6.3 Administration and Documentation:

Through the use of BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

6.4 Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and team work plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

6.5 Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide service delivery to at least the minimum level required by the funder.
- Demonstrate positive outcomes for clients through your intervention.
- Show evidence of an integrated service delivery approach for clients.

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6.6 Diversity and Culture:

BCHS treats all people with respect, values diverse perspectives, participates in diversity training opportunities and provides a supportive work environment.

6.7 Child Safety

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **ALL** children reach their individual potential.

7. Other Essential Requirements

Staff will:

- Complete a satisfactory Police Check before employment is confirmed, the Police Check will be initiated by BCHS at the expense of the staff member.
- Sign the pre-existing Injury/Disease Declaration.
- Present a copy of your original professional qualifications document or registration.
- Receive and comply with the BCHS Code of Conduct.
- Comply with BCHS Privacy Policy and Procedures.

BCHS believes that *“Quality is everyone’s business, safety is my responsibility”*

- Co-operate with and contribute to BCHS Health and Safety procedures and participate in appropriate safety information and education activities as required.

8. Other Information

- BCHS is an Equal Opportunity Employer.
- All BCHS sites are smoke free workplaces.
- BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- BCHS has a commitment to environmental sustainability.

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Approved: Kim Sykes
Chief Executive Officer

Date:/...../.....

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Agreed: Health Promotion Worker - Achievement Program

Date:/...../.....