

## BENDIGO COMMUNITY HEALTH SERVICES

### POSITION TITLE: HEALTH PROMOTION WORKER - CORE OF LIFE PROGRAM

<b>Name:</b>		PO Box 1121 Bendigo Central Victoria 3552
<b>Position number:</b>		
<b>Award/Agreement:</b>	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2013 - 2015	<b>Central Site:</b> Ph: (03) 5448 1600 Fax: (03) 5448 1699
<b>Classification:</b>	Community Development Worker classification range	<b>Eaglehawk Site:</b> Ph: (03) 5434 4300 Fax: (03) 5434 4355
<b>Site:</b>	Kangaroo Flat however the position may work from any Bendigo based BCHS site as negotiated	<b>Kangaroo Flat:</b> Ph: (03) 5430 0500 Fax: (03) 5430 0544
<b>Hours per fortnight:</b>	38.0 hours per fortnight	<b>Elmore Primary Health:</b> Ph: (03) 5432 6001 Fax: (03) 5432 6101
<b>Tenure:</b>	Fixed term to 30 August 2018	
<b>Position description developed:</b>	December 2017	
<b>Responsible to:</b>	Team Manager - Strong Families	

#### 1. Position Role

The role of the position is:

1. Coordinate and co-facilitate the Core of Life Program across the City of Greater Bendigo in a range of settings including (but not limited to) schools, alternative education, disability, juvenile justice, residential and custodial care and community.
2. Utilise project management skills and tools to plan, implement, monitor, evaluate and report against performance indicators.
3. 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. Deliver the evidence based Core of Life Program by facilitating educational sessions on pregnancy, birth, breastfeeding and early parenting to improve young people's confidence in making informed decisions regarding sexual and reproductive health choices.
2. Engage key stakeholders both internally and externally to build the profile of the Core of Life program.
3. Provide general and technical 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.

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4. Record and report back on activities and progress to the BCHS Integrated Health Promotion Network.
5. Contribute to the Family Services team environment, including participation in team meetings and individual and peer supervision.
6. Work closely with BCHS Media and Communications Team to develop and disseminate results to broader audiences.

### **3. The Role of the Team**

The Health Promotion Worker - Core of Life Program position will be attached to the Children, Youth and Family Support Services branch and will be linked to the multi-disciplinary Family Services team. The Family Services team provides a range of support services for families including outreach support, referral to appropriate services, group work, and educational programs to parents and carers and the broader community. Family Services staff help families to identify goals which will assist families and children to reach their potential.

The Health Promotion Worker - Core of Life Program will actively engage in internal and external networks to build the profile of the program, strengthen relationships and deliver evidence informed youth friendly practice.

### **4. Key Selection Criteria**

#### **4.1 Essential**

1. An undergraduate qualification in Public Health, Health Sciences or Health Promotion, Community Development or a related discipline.
2. Demonstrated ability to deliver education and training programs in a variety of settings with consideration to varying and diverse groups.
3. Trained in the Core of Life Program or willingness to undertake the required training to deliver Core of Life.
4. Knowledge of pregnancy, childbirth and parenting.
5. Demonstrated understanding of the social model of health and how to integrate these principles into practice.
6. Demonstrated experience in the field of public health including; planning, development, implementation, evaluation and reporting.
7. Demonstrated understanding and knowledge of critical thinking techniques, qualitative and quantitative research methodologies, evidence-based practice and validated evaluation methods.
8. Excellent interpersonal skills and demonstrated capacity to communicate effectively with a broad range of stakeholders and consumers.
9. Intermediate to high level skills in Microsoft Office programs.
10. Current Drivers Licence.
11. A 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.
4. Trained Core of Life Facilitator.

### **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

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your Manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

### **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.*

- Deliver the agreed indicators for the Core of Life Program as outlined in the Annual Integrated Health Promotion Action Plan
- Provide service delivery to at least the minimum level required by the funder
- Demonstrate positive outcomes for clients through your intervention

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- Show evidence of an integrated service delivery approach for clients

### 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 - Core of Life Program

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